

## **TENT REQUESTS AND PROCEDURES**

In order to place a tent on the University of Florida Campus, this form must be completed and submitted to the Office of Student Activities (if a student organization) or the Office of the Vice President for Finance & Administration (if a University department). After approval is given, a copy of this request will be faxed to the Operations Engineering Department of the Physical Plant Division. The vendor providing the tent will be responsible for obtaining the dig permit and will assume "financial responsibility for the repair of any damage caused by the vendor to utility lines or other facilities regardless of whether a clearance review was indicated as required on the dig permit form or how precisely any underground line was located in the field. The applicant further acknowledges that it is the vendor's responsibility to fully restore all landscape features such as turf, mulch, trees, shrubs, sidewalks, roads, curbs, pavement markings, and irrigation to original condition."

### **A COPY OF THE CONTRACT MUST BE ATTACHED TO THIS REQUEST**

Requested tent location: \_\_\_\_\_

Date tent goes up: \_\_\_\_\_ Date tent comes down: \_\_\_\_\_

Tent Size: \_\_\_\_\_

Event: \_\_\_\_\_

This request is being submitted by:

Organization/Department: \_\_\_\_\_

Organization/Department contact: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

.....  
VENDOR: \_\_\_\_\_

Contact name: \_\_\_\_\_

Phone/fax: \_\_\_\_\_ / \_\_\_\_\_

Address: \_\_\_\_\_  
.....

Office of Student Activities: \_\_\_\_\_

Finance & Administration: \_\_\_\_\_

Physical Plant: \_\_\_\_\_

Copy to: Finance & Admin.: \_\_\_\_\_; OSA: \_\_\_\_\_; PPD: \_\_\_\_\_; Vendor: \_\_\_\_\_

(FAX)

392-6278

392-6450

392-5715