

## STANDARD ADMINISTRATIVE PROCEDURE

### **21.99.09.M0.01 Temporary Tent or Canopy Installation on Campus**

*Approved September 21, 1999*

*Revised January 26, 2011*

*Revised May 15, 2013*

*Revised September 30, 2013*

*Revised February 11, 2019*

*Next scheduled review February 11, 2024*

---

#### **Standard Administrative Procedure Statement**

---

Tents may be erected on campus for the purpose of providing shelter for private reunions or picnic activities, ground breakings, and similar special events and University functions.

---

#### **Official SAP/ Responsibilities/ Process**

---

##### **1. GENERAL**

Erection of tents for these purposes is subject to the following restrictions:

1.1 Tents are limited to appropriate outdoor areas as determined by the University. Tents may never be erected on the MSC Lawn, the Chapel Grounds, Bonfire Memorial, or Rudder Statue Area. Other areas such as the Simpson Drill Field, Duncan Field, Corps Quad, Athletic Fields, recreation fields and other similarly designated University sites are restricted and require prior approval. The set-up for tents varies according to its use and the site-specific guidelines.

1.1.1 Use of tents during tailgating activities for home NCAA sporting events do not require prior approval except on certain sites (or size restrictions noted below) which are listed at <http://tailgating.tamu.edu>. All tents and membrane structures (or group of tents placed side by side with less than a 12 foot clearance between each tent) having an area greater than 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit from Environmental Health & Safety.

Exception: Tents open on all sides and having a maximum area of 700 square feet are not required to be permitted.

- 1.1.2 Tents erected for use other than private reunions or picnic activities (unless required based on size, enclosure, etc. - see tent guidelines) shall conform to this SAP and be permitted and inspected as required by the general tent guidelines located on the Environmental Health and Safety website - <https://ehs.tamu.edu/programs/fire-and-life-safety/>.
- 1.1.3 Overnight occupancy of tents is not allowed except for special events that are exclusively student events and approved in advance by the Office of the Vice President for Student Affairs or a designee. For these types of events, tents must be removed no later than four hours after the event is finalized. Special events that are exclusively student events must be sponsored by a university department or a student organization and a risk management plan must be completed.
- 1.2 Possession or use of alcoholic beverages is prohibited except the day of NCAA intercollegiate athletic events and must always be in compliance with applicable State laws and University rules and must remain under or in the general proximity of the tent. (Also see [34.03.99.M0.01 Alcoholic Beverages](#))
- 1.3 No sales transactions or solicitations of donations are permitted under or around a tent except through a specific contract with the University. (Also see 21.99.09.M1 *Access to University Property for Sales and Solicitation Purposes*)
- 1.4 TAMU reserves the right to remove or prohibit the erection of any tent that its representatives deem unsafe or interferes with University operations.

## 2. RESPONSIBILITIES:

- 2.1 Environmental Health & Safety (EHS) is responsible for the following:
  - 2.1.1 Establishing, communicating, and maintaining s appropriate guidelines for the use of tents on the TAMU Campus.
  - 2.1.2 Reviewing and approving all tent permit requests.
  - 2.1.3 Coordinating the inspection of the tent in conjunction with Compass/SSC and the applicant(s).
  - 2.1.4 Conducting fire and life safety inspections of tents and surrounding grounds. (Exceptions: Tents of 400 square feet or less and tents open on all sides of 700 square feet or less.)
- 2.2 Compass/SSC is responsible for the following at the request of EHS:
  - 2.2.1 Conducting structural inspections of all permit requested tents.

2.3 User:

- 2.3.1 Comply with this SAP and the TAMU Tent Guidelines at <https://ehs.tamu.edu/programs/fire-and-life-safety/>.
- 2.3.2 If required, submit the necessary permit application to EHS a minimum of seven (7) days prior to the proposed tent erection (permit application available at <https://ehs.tamu.edu/programs/fire-and-life-safety/>).
- 2.3.3 Comply with the University Utility Locate Procedure (<http://rules-saps.tamu.edu/PDFs/24.99.99.M0.01.pdf>). Use of tent stakes greater than 12 inches of length are not permitted without advance approval and advance utility locate, which requires notification to Texas 811 a minimum of two (2) business days in advance of the proposed tent erection. In no case shall stakes be driven into the ground within three (3) feet of a marked utility line.
- 2.3.4 Persons responsible for erecting the tent must also assume responsibility for removal of all items in compliance with this SAP and complete clean-up of the site including the disposal of all trash, grease and ashes in proper receptacles and tents should be removed as soon as practicable.
- 2.3.5 Make restitution for any damages to University property occurring as a result of improper placement or erection of tents.

---

**Related Statutes, Policies, or Requirements**

---

**Supplements** [System Regulation 21.99.09](#)

[University SAP 24.99.99.M0.01, University Utility Locate Procedure](#)

---

**Contact Office**

---

Vice President for Student Affairs; Environmental Health and Safety