



## UNIVERSITY OF RICHMOND

<b>Department:</b> Events, Conferences & Support Services	<b>Effective Date:</b> February 1, 2016
<b>Policy Number:</b> _____	<b>Date Approved:</b> January 28, 2016
<b>Policy Description</b>  <b>Tent and Event Equipment Rental</b>	<b>Approved By:</b> Environmental Health & Safety General Counsel Business Affairs Procurement and Strategic Sourcing Risk Management
<b>Revised:</b>	<b>Reviewed:</b>
<b>Cognizant University Official:</b> <b>Director of Events, Conferences and Support Services</b>	<b>Replaces Policy Dated:</b> <b>Not Applicable</b>

### **Purpose**

This tent and event equipment rental policy is designed to ensure public safety, to create clear and consistent interdepartmental communication, and to follow sound accounting and costing practices.

### **Scope**

This policy applies to all departments and University employees or their agents, and off-campus clients.

### **Policy**

All tent and event equipment rentals will be approved and scheduled through the Events, Conferences, and Support Services department (Events).

Using the University's Event Management System (EMS), the Events department will follow established procedures to obtain proper approvals and permits, to notify appropriate University service providers, to ensure tents and events equipment are in compliance with safety and risk management requirements, and to comply with appropriate procedures for procurement and payment by processing Purchase Orders through University Procurement and Strategic Sourcing.

The Events department will invoice appropriate fees and associated costs for procuring this equipment for campus departments or their guest organizations, community partners, or off-campus groups or organizations. Departments and non-campus hosts will be responsible and charged for any non-refundable deposit as required by the vendor on the date due, and responsible for any expenses or fees, including those incurred by the University should the tent request be canceled.

University departments, employees and off-campus groups will comply with appropriate occupancy and fire codes in the use of all campus space, including tented areas. Outdoor food preparation and service areas may require tenting to meet the City of Richmond health code requirements.

### **Tent & Event Equipment Procurement Procedure**

Event planners considering using tents and associated equipment must contact the Events office to discuss the details of the event, including location, number of occupants, activity in the nearby area, and required inclement weather plan.

Once the rentals are approved, the Events department will advance with the process, enter the event and tent rental into EMS, and send notifications through EMS to the appropriate campus departments, including Environmental Health and Safety, University of Richmond Police, and Facilities.

Several departments play roles in the tent and equipment procurement and management process:

- **Events:** Contacts approved vendor; initiates rental and payment processes; ensures proper permits are on file; ensures appropriate ABC measures are in place as applicable. Advises event planner of food tenting requirement.
- **Environmental Health and Safety:** Inspects for properly posted permits and exit signs, availability of fire extinguishers, and means of entry and egress for emergency vehicles. Additionally, the fire marshal (Richmond or Henrico County) may call upon a campus safety specialist as a resource in a consulting capacity.
- **University of Richmond Police:** Provides general security oversight, and schedules overnight security or event police as required.
- **Facilities:**
  - **Landscape**—Reviews the location for practicality and suitability; works with vendor in monitoring safe and appropriate installation and removal; cuts grass and tends landscaping as needed.

- Electrical—Marks underground utility lines for tents requiring staking.
- Procurement and Strategic Sourcing: Negotiates University rental contracts to ensure that quality standard and rates are met. Procurement and Strategic Sourcing provides and maintains the approved tent vendor list.