

Requirements for Temporary Tent Installation on Ohio University Campus Grounds

Purpose

This policy provides an understanding of how the usage of tents for outdoor entertainment events on Ohio University's campus is permitted to ensure proper safety precautions are adhered to, and to protect/preserve University property and activities.

Policy

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, subject to the following restrictions outlined in the Procedures section of this document. This policy ensures that users of tents will safeguard against injury and loss of life due to penetrating underground utilities, to protect campus infrastructure from costly damage and interruption of services, and adhere to all applicable State of Ohio laws.

Procedures

- Definitions
 - Aquatic Grove is defined as the lawn area adjacent to the Aquatic Center bounded by the North face of the Aquatic Center to the North, Parking Lot 134 to the South, Oxbow Trail to the East and Margaret Walter Hall to the West.
 - Bicentennial Park is defined as the lawn area on the West side of Margaret Walter Hall bounded by Grover Center to the North, South Green Drive to the South, Margaret Walter Hall to the East, and Richland Avenue to the West.
 - Excavation, as defined by the Ohio Revised Code, means "the use of hand tools, powered equipment, or explosives to move earth, rock, or other materials in order to penetrate or bore or drill into the earth." Driving stakes into the earth for the purposes of anchoring a tent is considered excavation by the Ohio Revised Code, and is subject to applicable Call Before You Dig laws.
 - Tailgreat Park is defined as the lawn area adjacent to Bingham House bounded by Shafer Street to the North, Richland Avenue to the East, and the Hockhocking Bike Path to the South and West.
 - The throwing field no-tent area is the area defined as being North of an imaginary line heading due West and extending from the Southernmost face of Ohio University Central Food Facility.
 - Weekend is defined as the time period from Friday to Sunday.
- General
 - In all instances and locations of tent placement, prior to setting the tent, the user must either: 1) call 811, the Ohio Utilities Protection Service Call Before You Dig line, no less than 48 hours before the tent is erected to submit a utility locate request, or 2) call the Ohio University Service Center at (740)593-2911 no less than 50 hours prior to erecting the tent to submit a work request.

- Placement of tents are limited to appropriate outdoor areas as determined by the University.
 - Tents may never be erected in the throwing field no-tent area.
 - Tents are allowed to be erected in Bicentennial Park, however, anchoring using stakes is prohibited. While not recommended, the use of water barrels as an anchoring method is not expressly prohibited. Users assume all liability for tents anchored using water barrels.
- Placement of tents in Aquatic Grove and Tailgreat Park for tailgating activities for NCAA home football sporting events and for graduation weekend ceremonies do not require prior notification, action or approval.
 - Prior to these events, OUFMS will submit OUPS tickets and perform utility locating services in these areas.
- The preferred method for anchoring a tent on Ohio University campus grounds is to use concrete ballast weights that are properly sized by an engineer. User is responsible for providing appropriate ballast.
- Tent stakes must be placed a minimum of 18” away from any marked, painted, or flagged utilities.
- Ohio University Facilities Management and Safety reserves the right to remove or prohibit the erection of any tent that its representatives deem unsafe or interferes with University operations.
- The Ohio Department of Commerce requires a permit for all tents over 200 square feet, and all canopies over 400 square feet. User is responsible for securing the appropriate permit, if applicable.
- If violations to the tent policy and/or State of Ohio laws are observed, the incident will be photo documented, the non-compliant parties and/or department will be identified, and the non-compliant parties and/or department will be reported to the Public Utilities Commission of Ohio.
 - Violators of State of Ohio Call Before You Dig laws are subject to fines of up to \$2,500 for the first offense and \$5,000 for subsequent offenses.
- Responsibilities
 - Ohio University Facilities Management & Safety is responsible for the following:
 - Maintaining this policy
 - Submitting OUPS tickets and performing utility locating services for NCAA home football sporting events and graduation weekend events.
 - Submitting OUPS tickets and performing utility locating services when requested by a separate Department within Ohio University.
 - Monitoring for compliance to State of Ohio law.
 - Users of tents are responsible for the following:
 - Comply with applicable State of Ohio laws regarding permitting, excavation and Call Before You Dig.
 - Comply with this and other applicable Ohio University Policies and Procedures.
 - Making restitution for any damages to Ohio University property occurring as a result of improper placement or erection of tents.

Reviewers

Proposed revisions to this policy should be reviewed by:

1. Associate Vice President of Facilities Management and Safety
2. Facilities Management and Safety Utility Engineering Technician

Forms

Ohio Utilities Protection Service Locate Work Order Form:

http://www.oups.org/sites/default/files/pdf/inter_work_order_060211.pdf

References

State of Ohio Call Before You Dig law:

<http://www.oups.org/law>

Tent and canopy permitting guidelines and requirements:

<https://www.ohio.edu/riskandsafety/ehs/fire/tentpermits.htm>