

TCNJ TENT PERMIT APPLICATION

INSTRUCTIONS

This form is not intended to be used by outside vendors. This Form is intended to be completed by TCNJ Event Planners for events that plan to use tents on The College of New Jersey campus. Please submit this form to the Office of OSES via email at gennam@tcnj.edu or via fax at (609)637-5125 at least 3 weeks prior to the date of your event.

EVENT INFORMATION

Name of event:		
Associated TCNJ organization:		
Name of individual completing this form:		Phone number:
Date(s) of event:	Rain date(s) of event:	Location of event:
Number of tents larger than 900 square feet and/or longer than 30ft on any side:		
Description of event (Purpose, activities, etc):		

TENT INFORMATION

Please attach: Drawings/diagrams of proposed tent locations/Tables and chairs locations; and Flame Resistance Certifications from Tent Company.

Note: Please be advised that cooking, deep fryers, cooking with grease laden vapors, and storage of combustibles and excessive trash is not permitted underneath tents. Additionally, means of egress must be maintained at all times and exit signs are required when occupancy exceeds 50. Exit signs must be requested via work order to the Electric Shop and fire extinguishers must be requested through the carpentry shop.

Size of Tent 1 (square feet):	Tent dimensions (ex: 30 feet x 30 feet):	Number of sides on tent:
Date of tent installation:	Date of tent removal:	Preferred inspection date:
Expected occupancy of tent:	Tent location:	
Description of activities under tent 1:		
Size of Tent 2 (square feet):	Tent dimensions (ex: 30 feet x 30 feet):	Number of sides on tent:
Date of tent installation:	Date of tent removal:	Preferred inspection date:
Expected occupancy of tent:	Tent location:	
Description of activities under tent 2:		

PAYMENT INFORMATION

The New Jersey Division of Fire Safety charges a \$42.00 Application Fee + Processing Fee of \$1.80 (subject to change). A journal entry will be processed in association with the application. Please provide TCNJ Account Chart Fields and the name of an individual from your department that should be made aware of the journal entry submission :

Fund:	Class:	Department:
Program:	Account number:	Contact: