**Use of Tents on campus:**

1. All tents have been entered in 25Live for reference with information for each individual tent – capacities, duration of how long they will be on campus, what is schedulable and other restrictions such as a use curfew of 11:00 p.m.
2. All tents are equipped with overhead lights.
3. Sides of the tents will remain up unless specified in an event request.
4. There is no equipment in the tents; equipment (tables, chairs, A/V) also must be requested when submitting your event request.
5. There are three tents that are schedulable for events:
   a. MBH Discovery Court
   b. McCullough Patio
   c. 75 Shannon Street Lot E
6. Tents can only be scheduled for events after classes.
7. Scheduling tents must go through the same event request review process as all other events in campus spaces.
8. The following tents are designated for academic use and are not scheduled for event space.
   a. Studio Art (Johnson Patio)
   b. MAC Performance Tent (MAC Patio)
9. Tents on the Dining Hall Terraces – Proctor, Ross and Atwater, as well as Atwater B Patio are NOT schedulable and are to be used for Dining Hall overflow.
10. There is signage on each tent indicating safety protocols such as capacity restrictions, use of face coverings, physical distancing reminders, and weather statements.
11. If there is inclement weather – thunder and/or lighting – you are not allowed under the tent. Your event or class will be cancelled or will need to go remote. Please plan accordingly!
12. Cleaning the space – If there is a class in the tent space, students/faculty are responsible for cleaning the space and will use cleaning supplies provided in their building. If the tent space is used for an event, the event host will be responsible for cleaning the space and will be provided cleaning supplies prior to the event.
13. All other guidelines of having an event in tent space will apply. You will be provided with this list upon approval of your event request.