

University of St. Thomas
Office of Facilities Reservations
Required Vendor Tent Form

It is not the responsibility of the Office of Facilities Reservations and the Office of Facilities Operations to meet any rental company on campus for your event. If your department orders a tent and dance floors for your event the contact person from your department must coordinate a time with the rental company and be present during drop off and pick up at the location that has been reserved for your event. The Office of Facilities Operations does not provide storage, tools, dollies or ladders for any outside rental outside rental companies. You must also let the Office of Facilities Reservations and UST Police know you have a rental company dropping off, setting up, and picking up the rental items so that there is no conflict in timing with the next reservation using the space.

Contractor Information:

Name of Company: _____

Address of Company: _____

Telephone Number: _____

Alternate Telephone Number: _____

Name of Department ordering the tent for the event: _____

Department Contact phone number and email address: _____

Name of the Event: _____

Worksite Information:

Location of Tent: _____

Size of Tent: _____

Tent Installation date: _____ Time: _____

How Will the Tent be Secured? _____

Absolutely no stakes can be used for installation of tent.

Will there be a floor in the tent? YES NO

Size of floor: _____

Will there be any open flames used inside the tent? YES NO

Will there be a generator used with the tent? YES NO

Tent Removal date: _____ Time: _____

The department is responsible for making sure the tent is picked up on the date and time stated on the form above. Failure to comply will result in \$50 per day charges to department for wear and tear of grass.

By signing and submitting this form, you verify that your department is solely responsible coordination of delivery, set-up, removal and any fees assessed for late removal of tents.

Signature

Date