



STAGE, TENT AND CANOPY PROGRAM

1. PURPOSE

1.1 This procedure provides guidance for University employees that work with, or are responsible for coordinating construction and/or use of stages, tents or canopies for campus events. This program is to enable compliance with Indiana's Department of Homeland Security Amusement & Entertainment Permit process and Office of the State Fire Marshal.

2. SCOPE

2.1 This procedure applies to all University departments or facilities that own or rent stages, tents and canopies for campus events.

2.2 This procedure is not intended to require individual owners or renters of stages, canopies or tents to apply for state permits. That permitting process is managed by Risk Management and Safety Department and Notre Dame Fire Department.

3. DEFINITIONS / APPLICABILITY

3.1 Stage – Any platform that is 1,000 square feet or greater and 48 inches in height from the walking surface to the ground or floor. The definition also includes trailer-mounted stages that are greater than 600 square feet.

3.2 Tent– A structure, enclosure or shelter with or without sidewalls or drops that is constructed of fabric or pliable material supported by any manner except by air or the contents that it protects. This is applicable for tents that are 200 square feet or greater in area covered (eg: 10 ft X 20 ft).

3.3 Canopy – A structure or architectural projection of rigid construction over which a covering is attached that provides weather protection, identity or decoration and may be structurally independent or supported by attachment to a building. This is applicable for canopies that are 400 square feet in area covered (eg: 20 ft X 20 ft).

4. RESPONSIBILITIES

4.1 Risk Management and Safety (RMS) Department shall:

4.1.1 Maintain this written program to meet regulatory requirements.

4.1.2 Facilitate communication of program requirements to campus constituents and partners.

4.1.3 Oversee the records management of applications submitted by



campus stakeholders seeking to rent a stage, tent or canopy on University premises for purposes of a campus related event.

- 4.1.4 Submit amusement and entertainment permit applications to the Indiana Department of Homeland Security. This includes both initial permits and renewals.
- 4.2 Notre Dame Fire Department shall:
 - 4.2.1 Review applications submitted by campus stakeholders who are seeking to rent a stage, tent or canopy for purposes of a campus related event.
 - 4.2.2 Oversee the deviation request process for any stage, tent or canopy that is planned to be erected for more than 30 days.
 - 4.2.3 Ensure field observations of stage, tents or canopies erected on campus are conducted to ensure appropriate fire code requirements are met.
 - 4.2.4 Serve as the University's primary point of contact when conducting site tours with the State Fire Marshall or Indiana Department of Homeland Security.
 - 4.2.5 Assist Risk Management & Safety in obtaining appropriate documentation required as part of the State of Indiana's entertainment permit application process.
 - 4.2.6 Ensure that University departments and organizations follow this program's guidelines.
- 4.3 Campus organizations renting, leasing or purchasing stages, tents or canopies shall:
 - 4.3.1 Submit an [electronic application](#) for a stage, tent or canopy at least 30 days prior to the event in which it will be used.
 - 4.3.2 Ensure all required documentation related to the electronic application for a stage, tent or canopy is obtained. This documentation may include:
 - Engineering documents and specifications (including load limits).
 - Railing and stair assembly specifications.
 - Engineering specifications related to secondary video or speaker towers that are to be secured to a stage.
 - Wind rating and fire retardant specifications for tents and canopies.
 - 4.3.3 Verify contractors/installers complete and submit a utility locate request through the University's Utilities Department no earlier

than 10 days prior to stage, tent or canopy installation.

- 4.3.4 Identify an individual within the organization to serve as the responsible person for the event. This person shall:
- Manage the number of people and activities related to use of a stage, tent or canopy.
 - Sign and retain the [Anchorage documentation form](#) when the manufacturer/engineering specifications regarding the anchoring are not available.

- 4.3.5 Adhere to all fire code requirements for any stage, tent or canopy, as well as requirements set forth in this program.

4.4 Contractors/Installers shall:

- 4.4.1 Ensure all stages, tents or canopies in which the vendor has erected are inspected and approved upon completion of the installation.
- 4.4.2 Complete and provide [Anchorage documentation forms](#) for each completed and provided by the contractor/installer for tents, or other membrane structures.
- 4.4.3 Submit a utility locate request through the Utilities Department (574-631-6594) per the University's Utilities Excavation Permit Procedure.
- 4.4.4 Verify that all utility locate requests have been completed prior to installation of any structures that require ground penetration. To verify, ND Utilities Department shall be contacted at 574-631-6594.

5. PROGRAM AUDIT AND REVIEW

- 5.1 RMS shall conduct a biennial audit and review of this program to assess its effectiveness.
- 5.2 The biennial audit shall consist of a review and evaluation of the application and amusement and entertainment permitting process. A review of utility locate requests shall be managed and overseen by the Utilities Department.
- 5.3 Periodic field evaluations shall be conducted by NDFD and documented in EHS Insight using questions from Appendix A. These evaluations shall be visual and results shared with the organizing department and contractor.

6. RECORD KEEPING

- 6.1 Departments that obtain a stage, tent or canopy shall maintain all associated records for that unit for a period of three years.
- 6.2 RMS shall maintain all stage, tent and canopy records for a period of three years.

Revision History

History	Effective Date
Stages, Tents and Canopies Program Developed	May 2018
Updated procedure to include date in Appendix A and revised RMS point of contact for application submission	August 2019
Relocated revision history table from end of document to current location.	October 2019
Updated to include NDFD responsibilities and removal of Appendix A (Word document application form) with Qualtrics electronic form. Appendix B now renamed as Appendix A for Field Audit form.	April 2020
Updated responsibilities in 4.3.3 and added responsibilities in 4.4.4 and 4.4.5 regarding details on ND Utilities Locate process. Updated 5.2 to include clarification on the appropriate campus organization responsible for overseeing the utility locate request process.	July 2020
Revised wording in 4.2.3 to remove “Conduct” and replace with “Ensure” at beginning of statement. Revised wording in 4.3.2 to state campus organizations shall ensure required documentation related to the application process is obtained. Revised wording in 4.4.1 to state that contractors / installers ensure stages, tents and canopies are properly installed and inspected. Previous 4.4.2 removed referencing requirements for tags. Appendix A revised to include additional requirements and/or clarifications to existing inspection criteria.	April 2022
Revised wording in 5.3 to reflect inspections are documented in EHS Insight rather than on a printed version of Appendix A.	April 2024

APPENDIX A – STAGE TENT AND CANOPY FIELD AUDIT

Auditor / Installation Information			
Audit Date:		Structure Install Date:	
Auditor(s):		Structure Removal Date:	
Event Information			
Name of Organizing Department:			
Responsible Person for Event:			
Responsible Person's Phone Number:			
Structure Information			
Location:			
<input type="checkbox"/> Stage	Width _____	Length _____	Height _____
<input type="checkbox"/> Tent	Width _____	Length _____	
<input type="checkbox"/> Canopy	Width _____	Length _____	
Inspection Criteria			
Are responsible person(s) identified for the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
If stages are present, are 42 in. railings in place, where applicable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
If stages are present, are stairs & handrails in place, where applicable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are ramps properly marked to identify transition points?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are exit signs visible and illuminated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are fire extinguishers inspected and accessible?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are extension cords protected from accidental damage and appropriate for the weather conditions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are walking surfaces free of slip/trip hazards?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are cross supports for open-sided tents marked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
If auxiliary heating is present, are heat sources located outside the structure (ducting of heat into tent is allowed) and no indoor propane heaters present?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
If generators are present and in use, are they at least 10 ft. from the structure and properly grounded?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
If food preparation is present with a warming device (e.g., grill, deep fat fryer/open flame), are devices outside tent at least 10 ft. away?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
If cooking activities are performed inside structure, is tent not attached to other membrane structures?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Additional Notes / Comments			