*Facilities Management & Construction Procedure*

# Tent, Stage and Amusement Device Permit Requirements

*Last updated – May, 2022*

**PURPOSE:**
In order to comply with Commonwealth requirements and University policies and in order to protect the University's infrastructure, it is necessary for any group or organization seeking to use tents, stages and/or amusements (inflatables, rides, etc.) to submit a permit request. Requests will be evaluated to determine whether a commonwealth permit is required, suitability of item for the intended area and/or levels and type of support necessary to ensure the success of the event.

**PROCEDURE:**

## A. Tents

**Requesting department** must take the following actions/provide the following information:

1) Reserve space on campus through Leadership & Student Involvement (LSI) for Kaufman Mall or Facility & Event Operations, Recreation & Wellness, all other outdoor locations.
2) Submit a request/work order, via the work order system (FM:Systems https://odu.edu/life/buildings/md) at least FOUR to six weeks in advance – failure to comply with this notice requirement may result in no permit and therefore no tent
3) On the work order attach the following information summarized on a "Tent, Stage, Amusement Permitting Requirements – Checklist":
   a) Contact and contact information responsible party who will be on site the day of the event and can answer questions about the permit request
   b) ODU Staff (employee) Sponsor & Contact info – For student run event, provide name and contact information for ODU staff person (typically from LSI or Student Rec Center) who can be contacted for information on this event.
   c) Budget code (Permits cost $150 – per tent, per use. Seasonal permits (football season, for example) are the same price, but no changes/substitutions can be made

to the tents, layouts or anything that would invalidate any of the information below that was previously submitted/approved. Some Facilities Management & Construction charges may be necessary due time spent working on permit, utility marking expenses, and/or other expenses incurred by Facilities Management & Construction (FMC).

d) Date(s):
   i) Setup & takedown must be either same day or the day before and the day after for tents. Exceptions must be requested in advance and security provided for the duration
   ii) Date(s) a tent(s) will be in use – if for seasonal use, list all dates
e) A scanned layout or drawing showing where the tent is to be located on campus along with any nearby tents, devices or structures. Site layout to include distances to permanent buildings or structures to the North/South/East/West.
f) A scanned layout of the tent interior - tables, chairs food serving areas, etc.
g) Tent's dimensions – Length x Width x Height
h) Capacity / number of occupants in tent (requires a minimum of: 3'/person standing, 7'/person sitting & 15'/person with tables and chairs)

***NOTE:*** *The following requirements will limit the number of seats/tables able to fit in a tent:*

- Nothing w/in 36" of the perimeter of the tent (only if tent has sides)
- At least 1' gap between rows with 14 or fewer chairs and aisles on both sides. Increase gap by 0.3" for every seat beyond 14 seats. Not required to exceed 22".
- 42" aisles. With more than 180 persons in a tent, aisles increase by .2"/person
- Stages, platforms, tables, etc. will further reduce the maximum number of seats permitted in a tent.
- In setups with tables and chairs, 19" is required from table edge for a chair, 36" from chair-back to chair-back. With tables arranged in parallel rows, there needs to be (19"+36"+19") 74" between tables.
- Other requirements may apply
- Virginia Construction Code provides information on aisle and seating clearance requirements for information listed above.

***NOTE:*** *COI documentation sent directly from vendor's insurer to* risk@odu.edu *is now required:*

- Certificate of Insurance (COI) form REVISED (see attachments D & E)
  - Minimums
    - General Liability - $1,000,000
    - Automobile Liability - $1,000,000
    - Workers Comp, Employer's liability - $500,000, $500,000, $500,000
    - Umbrella Liability – ONLY in the case of larger, motorized items, such as a Ferris Wheel or a merry-go-round - $3,000,000 - $5,000,000 ($5M preferred)

  - Endorsement form – filled out as:
    - Name field: Old Dominion University and the Commonwealth of Virginia
    - Location field: ODU and the Commonwealth of Virginia, Rollins Hall, 5215 Hampton Blvd., Norfolk, VA 23508
- Both forms are to be directly sent **from the insurer** to Risk Management – risk@odu.edu. Copy Facilities Management (rlemoal@odu.edu)

i) A scanned copy of the tent's flammability certificate
j) Tent's serial number (should be on the flammability certificate)
k) Device's anchoring system – sandbags, stakes, water barrels (water barrels only on hard surfaces)
l) Note whether side flaps (interior lighting required), heating (external forced air, heating must be 20' away from tent and shown on layout) or A/C will be utilized
m) Vendor's contact info (name, cell, office number and e-mail address)

***NOTE:*** *Stakes shall not be driven w/in 5' of a utility marking. The campus has a variety of fiber, gas, electrical, irrigation, and other underground utilities that must be protected. It is the requestors responsibility to inform the vendor this this requirement.*

The vendor should be able provide all tent related information.
Please submit ALL required information in a single FMC Event Support Form (online).

***NOTE:*** *If a tent is going to have sides, the following additional requirements must be provided/acknowledged:*

- Flammability certificates on sides are required
- Exits:
  - Number of exits required – see table below
  - Exit width – see table below
  - Exit openings from tents shall remain open unless covered by a flame-resistant curtain. The curtain shall comply with the following requirements:
    - Curtains shall be free sliding on a metal support. The support shall be a minimum of 80 inches above the floor level at the exit. The curtains shall be so arranged that, when open, no part of the curtain obstructs the exit.
    - Curtains shall be of a color, or colors, that contrasts with the color of the tent.
- Exit signs shall be illuminated
- Aisle-ways must line up with exits
- Interior lighting is required – to a minimum of 1 Foot Candle at ground level
- Power requirements for lights, heater or A/C (from nearby building or generator?)
- Entrances shall have "No Smoking" signs attached

- Must have a fire extinguisher inside tent
- If a heater or A/C is being requested – owner's manual must be attached
- Generators and heaters must be at least 20' from tent

| OCCUPANT LOAD | MINIMUM NUMBER OF MEANS OF EGRESS | MINIMUM WIDTH OF EACH MEANS OF EGRESS (inches) |
|---|---|---|
| | | Tent |
| 10 to 199 | 2 | 72 |
| 200 to 499 | 3 | 72 |
| 500 to 999 | 4 | 96 |
| 1,000 to 1,999 | 5 | 120 |
| 2,000 to 2,999 | 6 | 120 |
| Over 3,000 | 7 | 120 |

***NOTE:*** *Cooking and heat sources are NOT permitted inside any tent, regardless of configuration.*

**Requesting department is responsible for:**

1. Filling out Attachment A, completely, to begin the permit process and submit to FMC, along with all attachments
2. Payments
    a. Direct payment to vendor for tent
    b. Reimbursing, via IDT, FMC for all expenses incurred (permits, inspections, any damages to grounds, irrigation system, etc., utility marking and any excess time associated with processing of permits due to incomplete or changing information)
3. Notifying vendor of the following:
    a. If there is a generator present to provide power to a tent, the vendor must be informed of a requirement for a fire extinguisher (5 – 10 lbs., ABC type) must be present and located in a conspicuous location, within 30' of the generator.
    b. Delivery vehicles are limited to hard surfaces (NOT lawns)
    c. On Kaufman Mall, vehicles may NOT drive on or over University Seal
    d. When backing vehicles vendor must have a guide, outside the vehicle, to prevent injuries to pedestrians or damage to property

**Facilities Management & Construction (FMC) is responsible for:**

1. Processing permit request
2. Determining if utility marking is required and, if so, arranging for that marking
3. Notifying requesting department when a permit has been approved
4. Notifying Risk Management of tent inspection requirement and sending them a copy of approved permit

5. State building code requires that tents greater than 900 square feet OR smaller tents with an occupant load of more than 49 people require a permit.
6. Notifying Fire Prevention Manager, Emergency Management of tent inspection requirement and sending them a copy of approved permit

## B. Stages/Platforms

**Requesting department** must take the following actions/provide the following information:

1) Reserve space on campus through Leadership & Student Involvement (LSI) for Kaufman Mall or Facility & Event Operations, Recreation & Wellness, all other outdoor locations.
2) Submit a request/work order, via the work order system (FM:Systems https://odu.edu/life/buildings/md) **at least FOUR to six weeks in advance –** failure to comply with this notice requirement may result in no permit and therefore no stage
3) On the work order attach the following information summarized on a "Tent, Stage, Amusement Permitting Requirements – Attachment B":
   a) Contact and contact information responsible party who will be on site the day of the event and can answer questions about the permit request
   b) ODU Staff (employee) Sponsor & Contact info – For student run event, provide name and contact information for ODU staff person (typically from LSI or Student Rec Center) who can be contacted for information on this event.
   c) Budget code (Permits cost $150 – per stage, per use. Seasonal permits (football season, for example) are the same price, but no changes/substitutions can be made to the stage, layouts or anything that would invalidate any of the information below that was previously submitted/approved. Some Facilities Management & Construction (FMC) charges may be necessary due time spent working on permit, utility marking expenses, and/or other expenses incurred by FMC.)
   d) Date(s):
      i) Setup & takedown must be either same day or the day before and the day after for stages. Exceptions must be requested in advance and security provided for the duration
      ii) Date(s) a stage will be in use – if for seasonal use, list all dates
      iii) Date/time stage available for inspection
   e) A scanned layout or drawing showing where the stage is to be located on campus along with any nearby tents, devices or structures. Site layout to include distance to permanent buildings or structures to the North, East, South, and West.
   f) A scanned layout of equipment / personnel that will be on the stage – band equipment, speakers, cameras, etc.
   g) Weight Capacity Load Rating expressed in pounds per square foot. Manufacturers weight capacity / load rating (from manual). For example "live-load capacity of 4,000 pounds per 4'x8' section (125 lbs./square foot)."
   h) Certificate of Insurance (COI) form REVISED (see attachments D & E)
      i) Minimums
         (1) General Liability - $1,000,000
         (2) Automobile Liability - $1,000,000
         (3) Workers Comp, Employer's liability - $500,000, $500,000, $500,000
         (4) Umbrella Liability – ONLY in the case of larger, motorized items, such as a Ferris Wheel or a merry-go-round - $3,000,000 - $5,000,000 ($5M preferred)

ii) Endorsement form – filled out as:
(1) Name field: Old Dominion University and the Commonwealth of Virginia
(2) Location field: ODU and the Commonwealth of Virginia, Rollins Hall, 5215 Hampton Blvd., Norfolk, VA 23508
iii) Both COI forms are to be directly sent **from the insurer** to Risk Management – risk@odu.edu. Copy Facilities Management (rlemoal@odu.edu)

i) Stage's model number
j) Provide a copy of the stage manufacturer's Product Data Sheet or "cut sheet"
k) Stage's dimensions (length, width, height) (Stages/platform's 4" or less high do not require a permit)

*NOTES:*

- *Stages taller than 7" require stairs and handrails*
- *Risers on stairs must be solid*
- *If a large number of participants will be accessing the stage – a ramp will be required*

l) What is stage's anchoring system – usually none/gravity for a stage
m) Vendor's contact info (name, cell, office number and e-mail address)

The vendor should be able provide all stage/platforms related information. Please send **all** required information in a single FMC Event Support form (online).

**Requesting department is responsible for:**

1. Fill out Attachment B, completely, to begin the permit process, and submit to FMC
2. Payments
   a) Direct payment to vendor for stage and setup
   b) Reimbursing, via IDT, FMC for all expenses incurred (permits, inspections, any damages to grounds, irrigation system, etc., utility marking and any excess time associated with processing of permits due to incomplete or changing information)
3. Notifying vendor of the following:
   a) If there is a generator present to provide power to a stage, the vendor must be informed of a requirement for a fire extinguisher (5 – 10 lbs., ABC type) must be present and located in a conspicuous location, within 30' of the generator.
   b) Delivery vehicles are limited to hard surfaces (NOT lawns)
   c) On Kaufman Mall, vehicles may NOT drive on or over University Seal
   d) When backing vehicles vendor must have a guide, outside the vehicle, to prevent injuries to pedestrians

**Facilities Management & Construction is responsible for:**

1. Processing permit request
2. Determining if utility marking is required and, if so, arranging for that marking
3. Notifying requesting department when a permit has been approved
4. Notifying Fire Prevention Manager, Emergency Management of tent inspection requirement and sending them a copy of approved permit

## C. Amusement Devices

**Requesting department** must take the following actions/provide the following information:

1) Reserve space on campus through Leadership & Student Involvement (LSI) for Kaufman Mall or Facility & Event Operations, Recreation & Wellness, all other outdoor locations.
2) Submit a request/work order, via the work order system (FM:Systems https://odu.edu/life/buildings/md) at least FOUR to six weeks in advance – failure to comply with this notice requirement may result in no permit and therefore no amusements
3) On the work order attach the following information summarized on a "Tent, Stage, Amusement Permitting Requirements – Form":
   a) Contact / contact information of responsible party organizing event and will be on site the day of the event and can answer questions about the permit request
   b) ODU Staff (employee) Sponsor & Contact info – For student run event, provide name and contact information for ODU staff person (typically from LSI or Student Rec Center) who can be contacted for information on this event.
   c) Budget code
      i) Permits cost about $100 – per device, per use. Seasonal permits (football season, for example) are the same price, but no changes/substitutions can be made to the device, layouts or anything that would invalidate any of the information below that was previously submitted/approved.
      ii) An inspection charge MAY apply, if a pre-inspection has not been conducted prior to event. See section x) below. Day of event inspections can cost several hundred dollars and up.
      iii) Some Facilities Management & Construction (FMC) charges may be necessary due to time spent working on permit, utility marking expenses, and/or other expenses incurred by FMC.
   d) ODU POC Day of Event - Contact and contact information of ODU person in charge and on site during the event.
   e) Layout - A scanned layout or drawing showing where the device is to be located on campus along with any nearby tents, devices or structures.
   f) Event Name
   g) Date(s):
      i) Setup & takedown must be same day. Exceptions must be requested in advance and security provided for the duration
      ii) Date(s) a device(s) will be in use – if for seasonal use, list all dates
   h) Hours of event – event start and end time
   i) Device Owner – Name of rental company/owner of device
   j) Owners Name Contact Information – contact info for device owner/representative
   k) Device Name – name that appears on manual
   l) Device's model number
   m) Device's serial number
   n) What are the device's dimensions

o) Maximum Occupants – maximum number of riders on device at one time
p) Device Manual – Manuals include operator and safety information
q) By law, padded mats are required at all inflatable entrances/exits, must be noted in contract with vendor
r) What is device's anchoring system – sandbags, stakes, water barrels (water barrels only on hard surfaces)
s) Device to be anchored per manufacturer's instructions
t) Generator – power source for device. If owner provided, will ground rods be required (which would require marking for utilities)
u) Device Installed by – should be installed by owner's company staff
v) Certificate of Insurance (COI) form REVISED (see attachments D & E)
    i) Minimums
        (1) General Liability - $1,000,000
        (2) Automobile Liability - $1,000,000
        (3) Workers Comp, Employer's liability - $500,000, $500,000, $500,000
        (4) Umbrella Liability – ONLY in the case of larger, motorized items, such as a Ferris Wheel or a merry-go-round - $3,000,000 - $5,000,000 ($5M preferred)
    ii) Endorsement form – filled out as shown
    iii) Both forms are to be directly sent from the insurer to Risk Management – risk@odu.edu. Copy Facilities Management
w) Device Arrival and Setup Start Time - Time vendor will arrive on site and begin setup
x) Available for inspection time – Leave a ½ hour per device between setup time and event start time – SEE BELOW
y) Inspection Certification – If devices were previously inspected by a Virginia DHCD Amusement Certified inspector within an appropriate time frame (see below), then an on-site inspection is not required. In this case vendor/requestor must provide certification statement (Inspector Name, DHCD Certificate Number, Contact Information, Name of Device, Model Number of Device, and Date of inspection). Inspection timeframes are:
    i) INFLATABLES (bounce houses, slides, obstacle courses, etc.) – within the past 6 months – from the date of the event.
    ii) RIDES (ferris wheels, bumper cars, etc.) – must be inspected before each event.
    iii) ROCK CLIMBING WALLS, ZIP LINES (anything with a cable) – must be inspected before each event.
    iv) If device/amusement not pre-inspected by a DHCD Amusement Certified inspector, then: 1. a site inspection will be required, 2. ½ hour per device must be added between setup time and event start time and 3. Charges for the inspection will be incurred.

*Notes on Amusements:*

- *Anything connected to a large generator (Festival Wheel/Ferris Wheel) requires utility marking if grounding rods are used*

- *The following devices do not need DEB permits but still require attachment C to be submitted to Facilities Management & Construction:*
  - *Inflatable twister/Giant Twister*
  - *Human foosball (if just side walls/game played on grass)*
  - *Sumo Wrestling – with pads on ground, not inflatable*
  - *Bull Riding*
  - *Dunk tank*

DEB is the Virginia Department of Housing and Community Development and the governing body for, among other things, amusements.

*NOTE: Stakes shall not be driven w/in 5' of a utility marking. The campus has a variety of fiber, gas, electrical, irrigation, and other underground utilities that must be protected. It is the requestors responsibility to inform the vendor this this requirement.*

The vendor should be able provide all device related information.
Please send all required information in a single FMC Event Support form. Incomplete requests will be cancelled.

**Requesting department is responsible for:**

1. Filling out Attachment C, completely, to begin the permit process and submit to FMC
2. Payments
   a. Direct payment to vendor for device and setup
   b. Reimbursing FMC for all expenses incurred (permits, inspections, any damages to grounds, irrigation system, etc., utility marking and any excess time associated with processing of permits)
3. Notifying their vendor of the following:
   a. If there is a generator present to provide power to a device, the vendor must be informed of a requirement for a fire extinguisher (5 – 10 lbs., ABC type) must be present and located in a conspicuous location, within 30' of the generator.
   b. Delivery vehicles are limited to hard surfaces (NOT lawns)
   c. On Kaufman Mall, vehicles must NOT drive on or over University Seal
   d. When backing vehicles vendor must have a guide, outside the vehicle, to prevent injuries to pedestrians or damages to property
   e. If inspector determines a device(s) is not safe – requesting department contact is to notify vendor to make immediate corrections, if possible, or to remove the device(s).
   f. Padded mats MUST be provided, by the vendor, for each inflatable device and will be positioned at each inflatables' entrance/exit. Inflatables shall not be operated without them.
   g. If inspections are taking place the day of the event, allow for a ½ hour per device – devices may not be used prior to inspection so plan set-up times accordingly

**Facilities Management & Construction is responsible for:**

1. Processing permit request
2. Determining if utility marking is required and, if so, arranging for that marking (see Utility Marking for Excavations http://www.odu.edu/facilitiesmgmt/utility-marking
3. Notifying requesting department when a permit has been approved
4. Acquiring a DHCD certified inspector, when necessary

## D. Facilities Management & Construction Process

**Manager of Maintenance Support Center** will take the following actions:

1. Once all requirements for a permit have been met:
    a. Review "Tent, Stage and Amusement Permitting Requirements – checklists" (Attachment A, B, and/or C) to ensure that all information required for the permit is available, if not contact the requesting department.
    b. Fill out appropriate DEB, Submittal Page (DEB form CO-17 TMP) (Attachment F) required by DEBF to accompany the attachments. One form per device.
2. Send all documentation and forms to Asst. Dir. Business Operations for submittal of permit request
    a. For Amusement devices only, select inspector and make arrangements (see table, Third Party Inspectors, below)
3. Notifications – once permit is approved:
    a. Tent and stage permits
        - Notify requestor
        - Notify Grounds Superintendent
        - Arrange for utility marking, if necessary
        - Notify Fire Prevention Manager, Emergency Management and provide them with all permit information
        - Coordinate inspections by Agency representative
    b. Amusement devices
        - Notify requestor
        - Notify Grounds Superintendent
        - Arrange for utility marking, if necessary
        - Notify Inspector and send copy of permit

**Asst. Dir. Business Operations**:

1. Ensure all required information is correct/present
2. Follow process in most recent version of CPSM – Temporary structures
3. Submit request through BITS See **Attachments G - L**
4. Determining if utility marking is required and, if so, arranging for that marking (see Utility Marking for Excavations http://www.odu.edu/facilitiesmgmt/utility-marking
5. Submit e-mail to BOFORMS@dgs.virginia.gov with attachments and copy Manager, Maintenance Support Center
6. Notify the Director of Design and Construction that request has been submitted and request that permit be approved
7. Notification – once permit is approved – Notify Manager, Maintenance Support Center via e-mail along with copy of approved permit.

Governing rules for tents can be found at:

https://dgs.virginia.gov/engineering-and-buildings/project-permits--certificates/tenttemporary-structure-permits/

Rules governing tent size permitting requirements (Section 108.2 exemption 3)
http://www.dhcd.virginia.gov/images/SBC/CodeBooks/2012%20Virginia%20Construction%20Code.pdf

Governing rules for amusement devices can be found at:
https://codes.iccsafe.org/public/document/VRGC2012/virginia-amusement-device-regulations

TASO Online – search for inspectors
https://dmz1.dhcd.virginia.gov/BFR/Main/CertSearch.aspx

**Third Party Inspectors**

| | | | |
|---|---|---|---|
| Kenneth Martin | 804 342-1808 | Ken.martin.safety.usa@gmail.com | $300 - $500 |
| Neil Holland | 540 206-9867 | | |
| | | | |

# Attachment A - Tent Request Checklist

Tent permit requests must be submitted to ODU Facilities Management & Construction (FMC) ***at least 4-6 weeks in advance***. Failure to submit on time will result in no permit, meaning no tent for your event. Complete this attachment *in full* and upload it to the online FMC Event Request Form along with all other required attachments.

## Required Attachments:

Uploaded to online form:

- ☐ **Site Layout** – *completed by you*
  A scanned layout or drawing showing where the tent is to be located on campus along with any nearby tents, devices or structures. Site layout to include distances to permanent buildings or structures to the North/South/East/West.
- ☐ **Interior Layout** – *completed by you*
  A scanned layout or drawing of the tent interior, including tables, chairs food serving areas, etc.
- ☐ **Tent Flammability Certificate(s)** – *provided by vendor*
  A scanned copy of the tent's flammability certificate. If the tent will have sides, flammability certificate for each side will also be required.
- ☐ **Heater or A/C Device Manual** – *provided by vendor*
  (Only if applicable)

Directly emailed to risk@odu.edu:

- ☐ **Certificate of Insurance** – *provided by vendor's insurer*
  A scanned copy of the vendor's Certificate of Insurance (COI) from supplier (proof of liability insurance of an amount not less than:
  - General Liability - $1,000,000
  - Automobile Liability - $1,000,000
  - Workers Comp/Employer's liability - $500,000, $500,000, $500,000
  - Umbrella Liability – ONLY in the case of larger, motorized items, such as a Ferris Wheel or a merry-go-round - $3,000,000 - $5,000,000 ($5M preferred)
- ☐ **COI Endorsement Form** – *provided by vendor's insurer*
  The endorsement form should be filled out as:
  - Name field: Old Dominion University and the Commonwealth of Virginia
  - Location field: ODU and the Commonwealth of Virginia, Rollins Hall, 5215 Hampton Blvd, Norfolk, VA 23508

  ***NEW REQUIREMENT:*** *The COI & Endorsement form must be sent* ***directly*** *from the insurer to* ***risk@odu.edu*** *(please CC: rlemoal@odu.edu).*

**Delete red example text and provide your own info:**

| | | | |
|---|---|---|---|
| Requestor Name & Contact Info | Betty Jones, bjones@odu.edu, x1234 | | |
| ODU Sponsoring Department | LSI Events, x 5555 | | |
| Budget Code | *The budget code provided in the online form will be used for all charges associated with this request.* | | |
| Event Date(s) & Start/End times | 4/12/23, 3pm – 7pm | | |
| ***Tent information – Use 1 column per tent:*** | | | |
| **Tent "Name"** | **VIP tent** | | |
| Tent Setup Date/Time | 4/12/22, 7 AM | | |
| **Available for inspection Date/Time** | 4/12/22, 9 AM | | |
| Tent Takedown Date | 4/12/17 | | |
| Location Layout provided? | Attached | | |
| Interior Layout | Attached | | |
| ***Vendor info –*** *Blue shaded section to be completed by vendor:* | | | |
| Dimensions **(LxWxH)** | 40x50x30 | | |
| Maximum # of occupants* | 133 | | |
| Insurer sent Certificate of Insurance & Endorsement form directly to risk@odu.edu? | Sent | | |
| Flammability Cert. | Attached | | |
| Serial Number | WF3-54321 | | |
| Anchoring System (Stakes/Water Barrels) | Stakes | | |
| Vendor notified stakes shall not be driven w/in 5' of a utility marking | Yes | | |
| Tent side flaps (yes/no)** | NO | | |
| Heated (yes/no)** | NO | | |
| Air Conditioned - yes/ no** | NO | | |
| Vendor Company Name | Tents R Us | | |
| Vendor Contact Info | 757-555-2468 | | |
| Notes | none | | |

** Tent Max Occupancy must allow: 3'/person standing, 7'/person sitting, & 15'/person with tables & chairs*
*** If yes, additional attachments are required (see required attachments on page 1)*

See FMC Event Request Policy for more information on outdoor event procedures.

# Attachment B - Stage / Platform Request Checklist

Stage permit requests must be submitted to ODU Facilities Management & Construction (FMC) ***at least 4-6 weeks in advance***. Failure to submit on time will result in no permit and therefore no stage for your event. Complete this form *in full* and upload it to the online FMC Event Request Form along with all other required attachments (listed below).

## Required Attachments:

Uploaded to online form:

- ☐ **Site Layout** – *completed by requestor*
  A scanned layout or drawing showing where the stage is to be located on campus along with any nearby tents, devices or structures. Site layout to include distance to permanent buildings or structures to the North, East, South, and West.
- ☐ **Stagetop Layout** – *completed by requestor*
  A scanned layout of equipment / personnel that will be on the stage – band equipment, speakers, cameras, etc.
- ☐ **MFGR. Product Data (Cut) Sheet** – *provided by vendor*
  Provide a copy of the stage manufacturer's Product Data Sheet or "cut sheet".

Directly emailed to risk@odu.edu:

- ☐ **Certificate of Insurance** – *provided by vendor's insurer*
  A scanned copy of the vendor's Certificate of Insurance (COI) from supplier (proof of liability insurance of an amount not less than:
  - General Liability - $1,000,000
  - Automobile Liability - $1,000,000
  - Workers Comp/Employer's liability - $500,000, $500,000, $500,000
  - Umbrella Liability – ONLY in the case of larger, motorized items, such as a Ferris Wheel or a merry-go-round - $3,000,000 - $5,000,000 ($5M preferred)
- ☐ **COI Endorsement Form** – *provided by vendor's insurer*
  The endorsement form should be filled out as:
  - Name field: Old Dominion University and the Commonwealth of Virginia
  - Location field: ODU and the Commonwealth of Virginia, Rollins Hall, 5215 Hampton Blvd, Norfolk, VA 23508

  ***NEW REQUIREMENT:*** *The COI & Endorsement form must be sent* ***directly*** *from the insurer to* ***risk@odu.edu*** *(please CC: rlemoal@odu.edu).*

**Delete red example text and provide your own info:**

| | | | |
|---|---|---|---|
| Requestor Name & Contact Info | Betty Jones, bjones@odu.edu, x1234 | | |
| Event Name | Finals Week Bash | | |
| Sponsoring ODU Department | LSI Events, x 5555 | | |
| Budget Code | *The budget code provided in the online form will be used for all charges associated with this request.* | | |
| Event Date(s): | 4/12/23 (please provide all dates for seasonal permit) | | |
| Total # of stage permits being requested: | 1 | | |
| ***Stage information – Use 1 column per stage:*** | | | |
| Name of Stage | Stage 1 (Main) | | |
| Setup Date/Time | 4/12/23, 7 AM | | |
| Available for Inspection | 4/12/23, 9 AM | | |
| Takedown Date | 4/12/23 | | |
| Site Layout (attached?) | yes | | |
| Stage Layout (attached?) | yes | | |
| Maximum # of occupants | 5 | | |
| Notes | none | | |
| ***Vendor info – To be completed & provided by vendor:*** | | | |
| Dimensions **(LxWxH)** | 10x15x3 | | |
| Weight Capacity Load Rating | 125 lbs./SF | | |
| Certificate of Insurance (COI) & Endorsement form directly sent from insurer to risk@odu.edu? | Sent 3/5/23 | | |
| Model Number | 54321 | | |
| **MFGR. Product Data (Cut) Sheet** attached? | yes | | |
| Anchoring System (if any) | Gravity | | |
| Vendor Company Name | Smith's Stages | | |
| Vendor Contact Info | Bob Smith 757-555-1234 | | |

See FMC Event Request Policy for more information on outdoor event request procedures.

# Attachment C – Amusements/Inflatables Checklist

Amusement device / inflatables permit requests must be submitted ***least 4-6 weeks in advance***. Failure to submit on time will result in no permit, meaning no amusement device or inflatable allowed at your event. Complete this form *in full* and upload it to the online FMC Event Request Form, along with all other required attachments.

## Required Attachments:

Uploaded to online form:

☐ **Site Layout** – *provided by requestor*
A scanned layout or drawing showing where the device is to be located on campus along with any nearby tents, devices or structures. Site layout to include distances to permanent buildings or structures to the North/South/East/West.

☐ **Pre-Inspection Certification** – *provided by vendor (if applicable-- see notes)*
Note: If inflatables were previously inspected by a Virginia DHCD Amusement Certified inspector (within 6 months of event date) then the device may be considered "pre-inspected" and the on-site inspection can be waived **IF** vendor provides a **valid certification statement of inspection**. If no pre-inspection certification can be provided, then the device must be inspected on-site the day of the event. This applies to inflatables only – all other devices must be inspected on site. See notes (p. 3-4) for details.

☐ **Device Manual(s)** – *provided by vendor*
Scanned copy of device manual provided by the vendor. A manual must be provided for each device.

Directly emailed to risk@odu.edu:

☐ **Certificate of Insurance** – *provided by vendor's insurer*
A scanned copy of the vendor's Certificate of Insurance (COI) from supplier (proof of liability insurance of an amount not less than:

- General Liability - $1,000,000
- Automobile Liability - $1,000,000
- Workers Comp/Employer's liability - $500,000, $500,000, $500,000
- Umbrella Liability – ONLY in the case of larger, motorized items, such as a Ferris Wheel or a merry-go-round - $3,000,000 - $5,000,000 ($5M preferred)

☐ **COI Endorsement Form** – *provided by vendor's insurer*
The endorsement form should be filled out as:

- Name field: Old Dominion University and the Commonwealth of Virginia
- Location field: ODU and the Commonwealth of Virginia, Rollins Hall, 5215 Hampton Blvd, Norfolk, VA 23508

***NEW REQUIREMENT:*** *The COI & Endorsement form must be sent* ***directly*** *from the insurer to* ***risk@odu.edu*** *(please CC: rlemoal@odu.edu).*

**When saving attachments:**
Save each attachment separately, as you will be asked to upload each one individually into the form. It's helpful to name the file according to its content, such as *device name-file name* (example: "*giantslide-manual.pdf*").

*Delete red example text and fill in your own:*

| | | | | | |
|---|---|---|---|---|---|
| Requestor Name/Contact | Betty Williams, 757-555-1234<br>bwill132@odu.edu | | | | |
| ODU Sponsoring Department | LSI Events, x 5555 | | | | |
| Event Name & Date/Time | Campus Chaos, 5/13/22 1pm-6pm | | | | |
| Total # of devices | 1 | | | | |
| ***Device information – Use 1 column per device:*** | | | | | |
| | Device 1 | Device 2 | Device 3 | Device 4 | Device 5 |
| Vendor Company | Parties-R-Us | | | | |
| Vendor Contact information | Gary Larson, 555.4593 | | | | |
| Device Name | Giant Slide | | | | |
| Model # | 1234 | | | | |
| Serial Number | 1916-AB1 | | | | |
| Dimensions **(LxWxH*)** *Height is measured at edge or sidewall* | 3'x18'x18' | | | | |
| Maximum Occupants | 8 | | | | |
| **Device Manual attached?** | yes | | | | |
| Device Anchoring System | 4 stakes | | | | |
| Anchoring System designed by? | Manufacturer | | | | |
| Generator Requires Ground Rods? | No | | | | |
| Vendor notified stakes shall not be driven w/in 5' of a utility marking? | Yes | | | | |
| Device Installed by? | Vendor | | | | |
| COI & Endorsement form directly sent from insurer to risk@odu.edu? | yes | | | | |
| Padded mats ordered? *(required for inflatables- see p. 4)* | yes | | | | |
| Device Arrival Date & Setup Start Time | 5/13/22 8am, 10am | | | | |
| Available for inspection time*** *(allow 30 min per device – see p. 4)* | 11 AM | | | | |
| Pre-Inspection Certification? | Yes- attached | | | | |

****Padded mats MUST be provided, by the vendor, for each inflatable device and will be positioned at each inflatables' entrance/exit. Inflatables shall not be operated without them.**

***If inspections are taking place the day of the event, allow for a ½ hour per device – devices may not be used prior to inspection so plan set-up times accordingly

****Amusement Inspections – requestor will be contacted regarding any required inspections and related costs.Setup & takedown must be same day. Exceptions must be requested in advance and *security provided for the duration*.

# Notifications to Amusement Providers:

## DEB Permit Exceptions:

The following devices do **not** need DEB permits but still require Attachment C to be completed & submitted:

- Inflatable Twister/Giant Twister
- Human Foosball (if just side walls/game played on grass)
- Sumo Wrestling – with pads on ground, not inflatable
- Bull Riding
- Dunk Tank

## Staking & Utility Marking:

- It is necessary to stake each inflatable at every point where an attachment point or ring is placed by the manufacture of the inflatable.
- Stakes shall not be driven within 5 feet of a utility marking. The campus has a variety of fiber, gas, electrical, irrigation, and other underground utilities that must be protected. It is the requestor's responsibility to inform the vendor this this requirement. Requestor is financially responsible for any issues resulting from non-compliance of this policy. Please see FMC Event Utility Marking for more information.
- Anything connected to a large generator (Festival Wheel/Ferris Wheel) requires utility marking if grounding rods are used.

## Device Operation & Accident Procedure:

- Device shall be installed, maintained, and operated in accordance with the manufacturer's instructions and industry standards.
- If an accident involving the serious injury or death of a patron occurs, the operation of the device shall cease immediately, and FMC, the Division of Engineering & Buildings, and the Department of Housing & Community Development shall be notified within 24 hours.

## Delivery & Setup:

- Delivery vehicles are limited to hard surfaces (NOT lawns)
- On Kaufman Mall, vehicles must NOT drive on or over University Seal
- When backing vehicles, vendor must have a guide, *outside the vehicle,* to prevent injuries to pedestrians or damages to property.
- Padded mats MUST be provided, by the vendor, for each inflatable device and will be positioned at each inflatables' entrance/exit. Inflatables shall not be operated without them.
- If there is a generator present to provide power to a device, the vendor must be informed of a requirement for a fire extinguisher (5 – 10 lbs., ABC type) must be present and located in a conspicuous location, within 30' of the generator.

- If inspections are taking place the day of the event, allow for a ½ hour per device – devices may not be used prior to inspection so plan set-up times accordingly

## Financial Responsibilities:

- Permits cost about $100 – per device, per use. Seasonal permits (football season, for example) are the same price, but no changes/substitutions can be made to the device, layouts or anything that would invalidate any of the information below that was previously submitted/approved. ii)
- An inspection charge MAY apply, if a pre-inspection has not been conducted prior to event. See section x) below. Day of event inspections can cost several hundred dollars and up. iii)
- Some Facilities Management & Construction (FMC) charges may be necessary due to time spent working on permit, utility marking expenses, and/or other expenses incurred by FMC.
- Requestor is responsible for:
    - Direct payment to vendor for device and setup
    - Reimbursing FMC for all expenses incurred (permits, inspections, any damages to grounds, irrigation system, etc., utility marking and any excess time associated with processing of permits)

## Inspections

- **PRE-INSPECTION** – If amusement(s) have been pre-inspected, by a **Virginia DHCD amusement certified inspector**, AND the inspection has taken place within the period specified below, attach copy of inspection certification*.

| | |
|---|---|
| INFLATABLES (bounce houses, slides, obstacle courses, etc.) | Within the past **6 months** – from the date of the event. |
| RIDES (Ferris wheels, bumper cars, etc.) | Day-of on-site inspection required before each event. |
| ROCK CLIMBING WALLS & ZIP LINES (anything with cables) | Day-of on-site inspection required before each event |

***A valid certification statement of inspection** must include: Inspector Name, DHCD Certificate Number, Contact Information, Name of Device, Model Number of Device, and Date of inspection.

- **NO PRE-INSPECTION** – If a valid pre-inspection certification is not available, then an on-site inspection will be required. For day-of site inspections, you must allow for 30 min. per device – devices may not be used prior to inspection so plan set-up times accordingly.
    - ☐ Allow at least a half hour, per device/amusement, prior to the event start time to conduct inspections.
    - ☐ Charges for inspection will be incurred by requesting organization
    - ☐ If inspector determines a device(s) is not safe – requesting department contact is to notify vendor to make immediate corrections, if possible, or to remove the device(s).

# Attachment D

ABZRENT-01 AWHEELER

ACORD

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 7/17/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| PRODUCER | CONTACT NAME | |
|---|---|---|
| Insurance Group 3190<br>Fairview Park Dr. Ste 104 Falls Church, VA 22042 | PHONE (A/C, No, Ext): (703) 123-4567 | FAX (A/C, No): (703) 123-4568 |
| | E-MAIL ADDRESS: info@figva.com | |
| | INSURER(S) AFFORDING COVERAGE | NAIC # |
| | INSURER A : Insurance Company | 37273 |
| INSURED | INSURER B : Erie Company of XX | 16233 |
| Event Rentals<br>4815 George Washington Hwy.<br>Yorktown, VA 23692 | INSURER C : | |
| | INSURER D : | |
| | INSURER E : | |
| | INSURER F : | |

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | |
|---|---|---|---|---|---|---|---|---|
| A | X COMMERCIAL GENERAL LIABILITY | | | | | | EACH OCCURRENCE | $ 1,000,000 |
| | CLAIMS-MADE X OCCUR | X | | A1ABVA002-023831-05 | 6/30/2019 | 6/30/2020 | DAMAGE TO RENTED PREMISES (Ea occurrence) | $ 100,000 |
| | | | | | | | MED EXP (Any one person) | $ 10,000 |
| | | | | | | | PERSONAL & ADV INJURY | $ 1,000,000 |
| | GEN'L AGGREGATE LIMIT APPLIES PER: | | | | | | GENERAL AGGREGATE | $ 2,000,000 |
| | X POLICY PRO-JECT LOC | | | | | | PRODUCTS - COMP/OP AGG | $ 2,000,000 |
| | X OTHER: Employment Practice | | | | | | Per claim | $ 50,000 |
| A | AUTOMOBILE LIABILITY | | | | | | COMBINED SINGLE LIMIT (Ea accident) | $ 1,000,000 |
| | X ANY AUTO | | | | | | BODILY INJURY (Per person) | $ |
| | OWNED AUTOS ONLY / SCHEDULED AUTOS | | | A1ABVA002-023831-05 | 6/30/2019 | 6/30/2020 | BODILY INJURY (Per accident) | $ |
| | X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY | | | | | | PROPERTY DAMAGE (Per accident) | $ |
| | | | | | | | | $ |
| A | UMBRELLA LIAB X OCCUR | | | | | | EACH OCCURRENCE | $ 3,000,000 |
| | X EXCESS LIAB CLAIMS-MADE | | | A5ABVA002-023832-05 | 6/30/2019 | 6/30/2020 | AGGREGATE | $ 3,000,000 |
| | DED X RETENTION $ 0 | | | | | | | $ |
| B | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N | | | | | | X PER STATUTE / OTH-ER | |
| | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) | N / A | | Q90-8000403 | 6/30/2019 | 6/30/2020 | E.L. EACH ACCIDENT | $ 1,000,000 |
| | If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | E.L. DISEASE - EA EMPLOYEE | $ 1,000,000 |
| | | | | | | | E.L. DISEASE - POLICY LIMIT | $ 1,000,000 |
| A | Equipment Floater | | | | | | | |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Rental Store

ODU and the Commonwealth of Virginia is an additional insured on the General Liabiltiy when required by written contract.

| CERTIFICATE HOLDER | CANCELLATION |
|---|---|
| ODU and the Commonwealth of Virginia<br>1104 Monarch Hall<br>Norfolk, VA 23529 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br>AUTHORIZED REPRESENTATIVE |

ACORD 25 (2016/03)

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# Attachment E

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 10 04 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

| Name Of Additional Insured Person(s) Or Organization(s) | Location(s) Of Covered Operations |
|---|---|
| Old Dominion University and the Commonwealth of Virginia | ODU and the Commonwealth of Virginia<br>Rollins Hall<br>5215 Hampton Blvd.<br>Norfolk, VA 23508 |

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. **Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.


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# Attachment F

**DGS-30-190**
**(Rev. 03/12)**

**CO-17TMP**

**Commonwealth of Virginia**
**Department of General Services**
**Building Permit Attachment for Amusement Device**

| | Code | Description |
|---|---|---|
| **Agency:** | 221 | Old Dominion University |
| **Project:** | TBD | 2013 ODU Non-Capital Projects |
| **Sub-Project:** | TBD | Student Activity Hour Event |

**Event Name:** Student Activity Hour Event

**Event Dates:** 10/3/2013

**Device Name:** Laser Tag, Extreme Air, Gyroscope, Turbo Slide

**Serial Number of this Device:**

**General Description of this Device:**
***(Check one)***

| | |
|---|---|
| | Gravity Ride |
| | Concession Go-Karts |
| | Inflatable Amusement Device |
| | Artificial Climbing Wall |
| | Bumper Boats |
| | Bungee Jumping |
| X | Other (describe below): |

Inflatable Indoor laser tag, bounce device, gimbaled device, slide

**Amusement Device Inspector:**

**Name of Owner or Operator:**
***(Person assuming responsibility for the amusement device)***

**Site Adaptation Design by:** N/A

**Other Comments:**

**Additional information to be submitted for all Amusement Devices:**

**Submit proof of liability insurance of an amount not less than $1,000,000 per occurrence or proof of equivalent financial responsibility.**

**Submit site plan indicating location of amusement device in relation to nearby buildings and an accessible route to the device.**

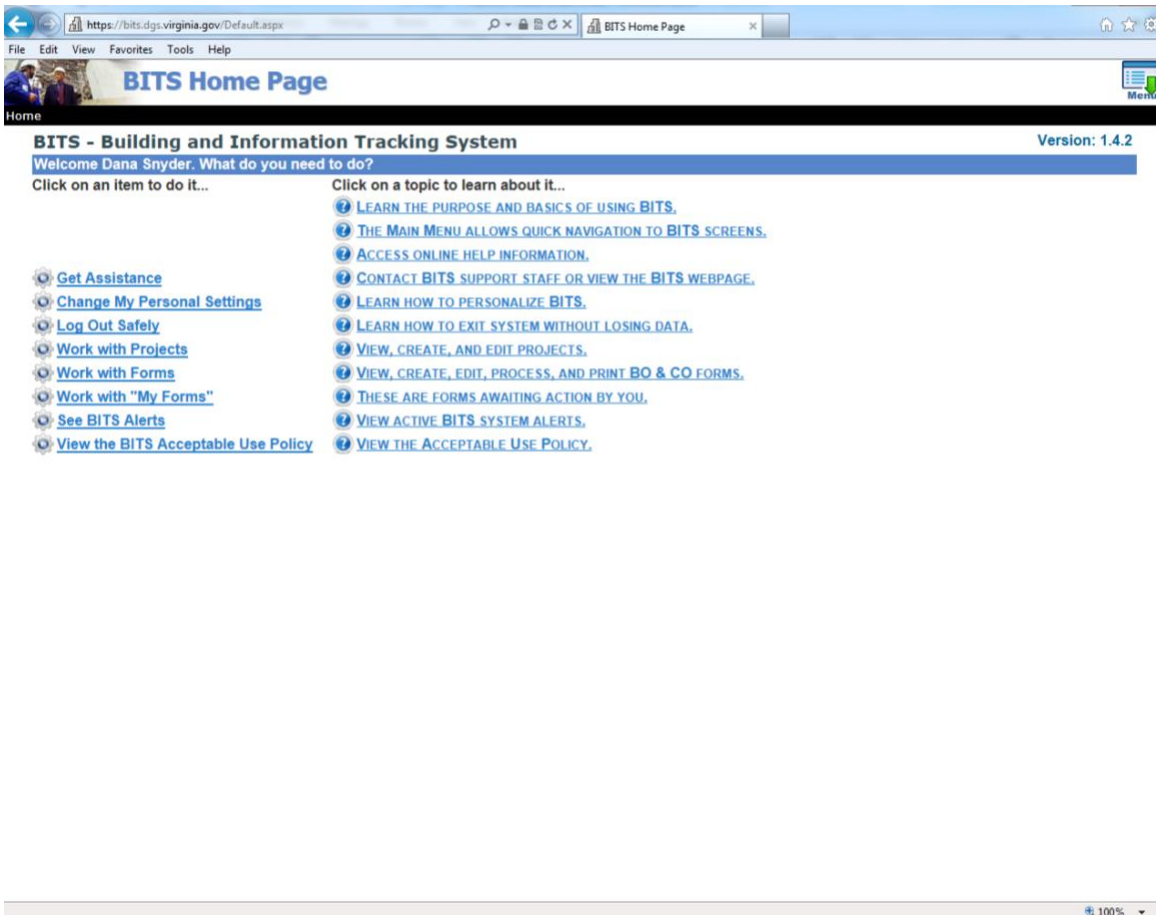
**Prior to using the device, submit a certificate of inspection by an inspector certified as an amusement device inspector from the Virginia Board of Housing and Community Development . A copy of the certificate of inspection shall be affixed to the device.**

## Important!

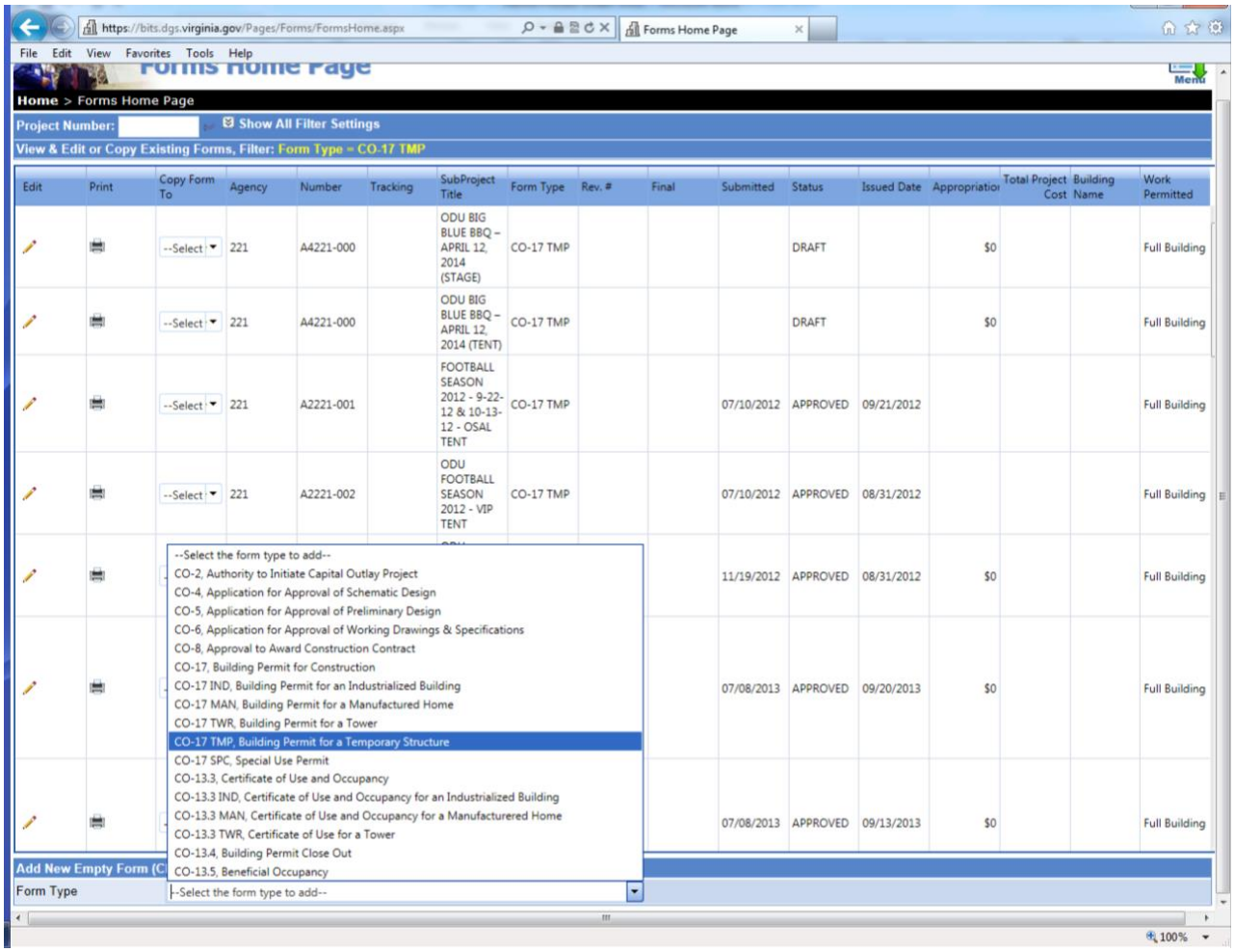
***Device shall be installed, maintained and operated in accordance with manufacturer's instructions.***

***If an accident involving the serious injury or death of a patron occurs, the operation of the device shall cease and the Division of Engineering and Buildings and the Department of Housing and Community Development shall be notified within 24 hours.***

# Attachment G



# Attachment H



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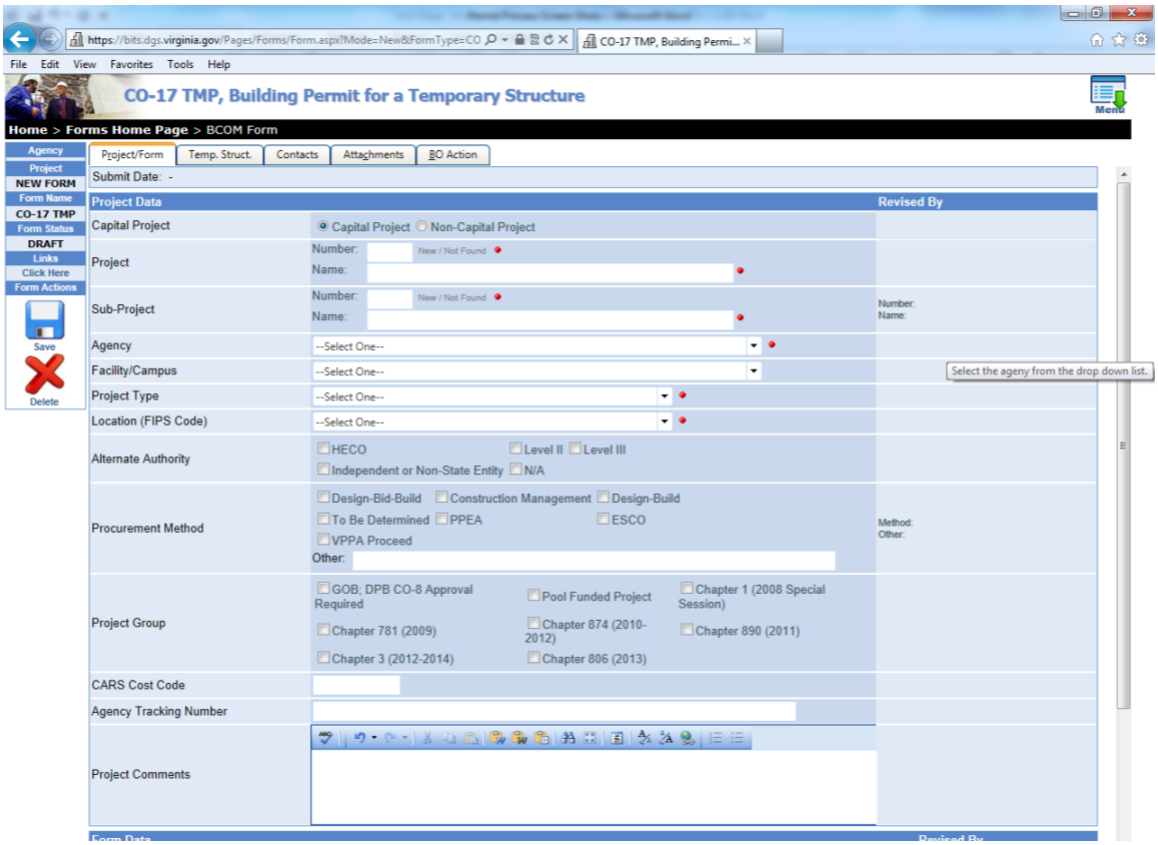

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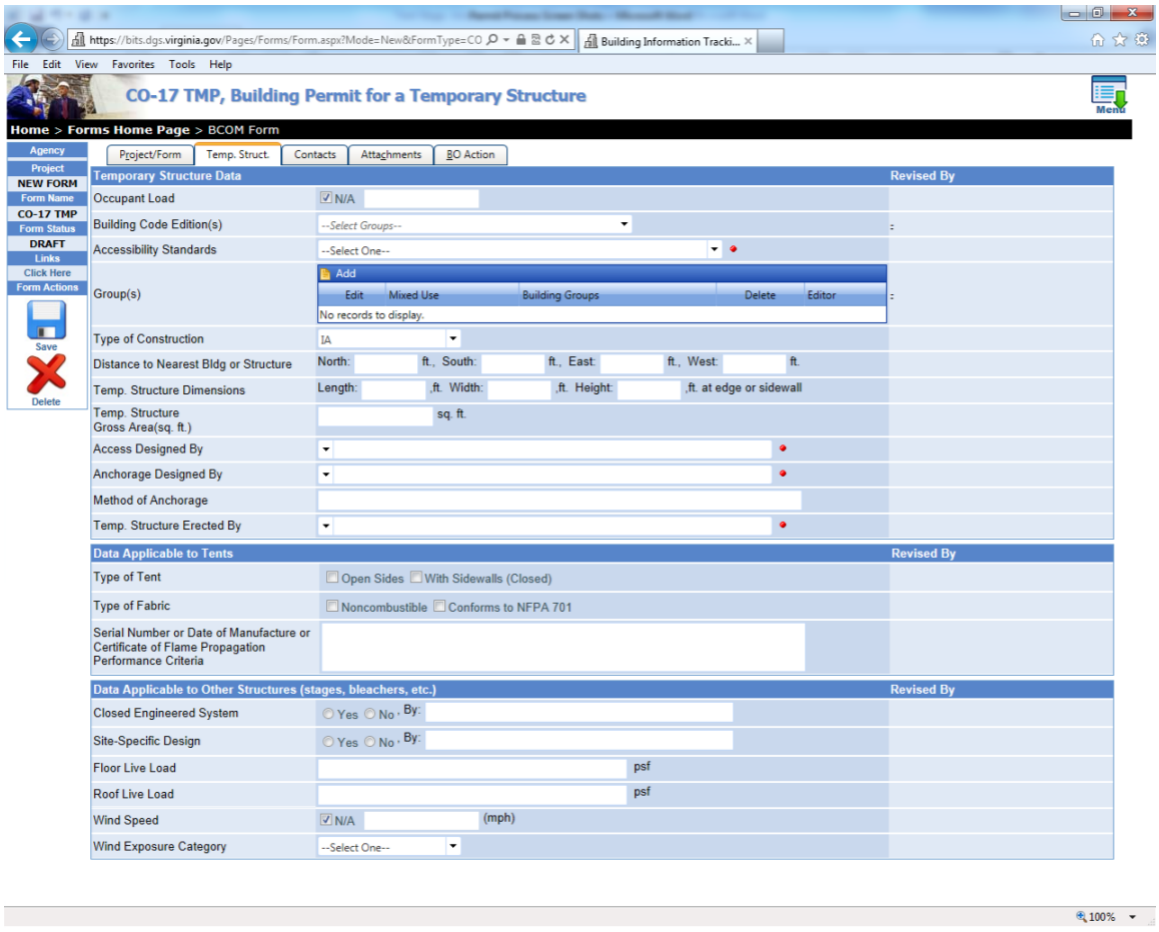

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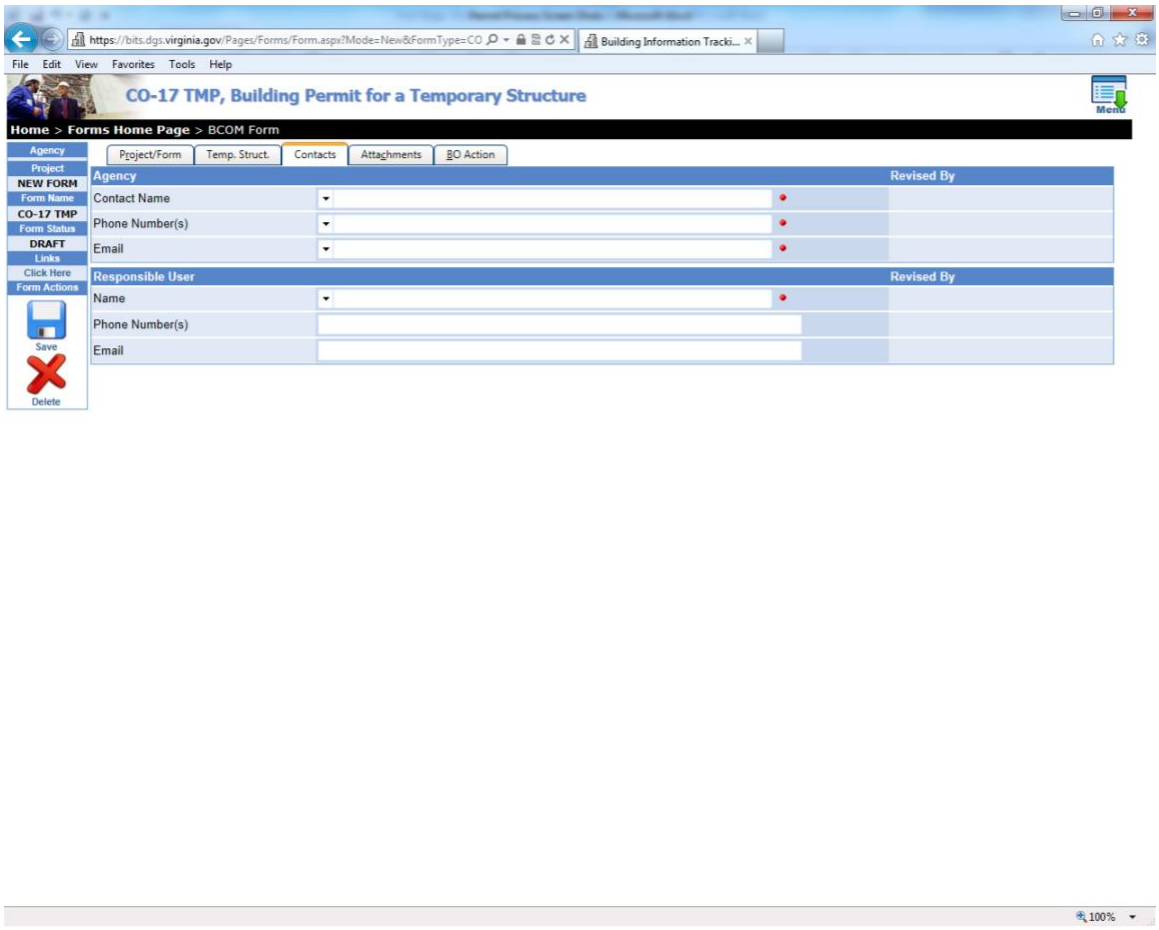
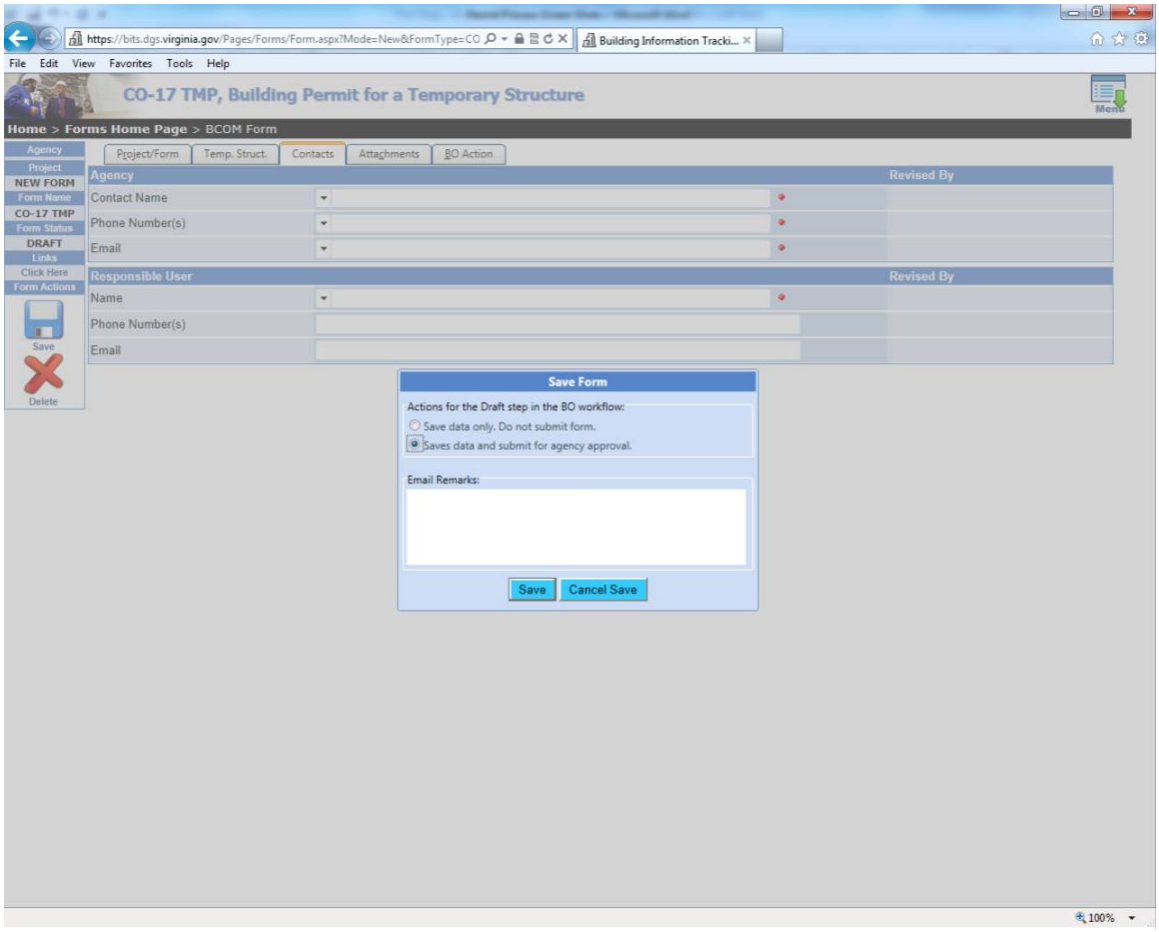
# Attachment L