



UNIVERSITY OF RICHMOND

Policy Manual

Policy #:	FIN-4410	Policy Title:	Tent and Event Equipment Rental Policy
Effective:	02/15/2025	Responsible Office:	Office of Events, Conferences & Support Services
Date Approved:	02/08/2025	Approval:	Executive Vice President and Chief Operating Officer
Replaces Policy Dated:	02/01/2016	Responsible University Official:	Sr. Associate VP for Campus Operations

PURPOSE:

This tent and event equipment rental policy is designed to ensure public safety, to create clear and consistent interdepartmental communication, and to follow sound accounting and costing practices.

SCOPE:

This policy applies to all departments and University employees, students, and off-campus clients utilizing University spaces.

INDEX:

- FIN-4410.1Definitions
- FIN-4410.2Policy
- FIN-4410.3Roles and Responsibilities

POLICY STATEMENT:

FIN-4410.1 – Definitions

Sponsoring Group: The University department or unit, registered student organization, or external organization or individual that is scheduling, directly overseeing, and paying for an event.

University-Sponsored Events: Those activities directly related to the life of the campus community including academic, cultural, social, recreational and student programming activities, intercollegiate athletic events, events for prospective students, and alumni events hosted by or in collaboration with Advancement.

University-sponsored events must be scheduled, sponsored, and directly overseen by faculty, staff, administrative offices, or registered student organizations. Academic conferences sponsored by the University and athletic camps sponsored by University Athletics or its coaches are considered University-sponsored events.

University Co-Sponsored Events: Programs, conferences, camps, workshops, resource development activities and/or meetings involving two entities: (1) a University division, school, academic department, administrative unit, or registered student organization and (2) an external organization. Co-sponsored events must advance the University's mission; provide benefit to students, staff, and/or faculty as attendees; and the University co-sponsor must be directly involved in scheduling, organizing, overseeing, and participating in the event.

Non-University External Events: Programs and activities sponsored by individuals, organizations or groups not part of the organizational structure of the University who request to use University facilities for the benefit of their own programs or organizations. Examples of non-University external events include weddings, fundraising events that do not benefit the University, and other types of meetings and events sponsored by business, government, individuals and non-profit organizations. Events sponsored by University employees that do not have a University-related business purpose are considered non-University external events (e.g., private parties or meetings of organizations to which employees belong that do not have a direct business purpose for the University).

FIN-4410.2 – Policy

Sponsoring groups are typically responsible for contracting directly with third party vendors associated with an event in University space with the exception of specific event rental equipment requiring permits and safety review as outlined in this policy. All tent, portable restroom, event stage, event lighting and event heaters or event fan equipment rentals must be approved and scheduled directly by Events, Conferences, and Support Services (ECSS) if utilized in any University space.

Using the University's Event Management System, ECSS will obtain proper approvals and permits and notify appropriate University service providers, to ensure tents, portable restrooms, stage, lighting, and heating/fan event rental equipment are in compliance with safety and risk management requirements, and comply with appropriate policies and procedures for procurement.

ECSS will invoice appropriate fees and associated costs for procuring this equipment for sponsoring groups. Sponsoring groups will be responsible and charged for any non-refundable deposit as required by the vendor on the date due and will be responsible for all expenses or fees associated with the equipment rental, including those incurred by the University should the tent or other equipment request be canceled.

Sponsoring groups must comply with appropriate occupancy and fire codes in the use of all campus space, including tented areas. Outdoor food preparation and service areas may require tenting to meet City or County health code requirements.

Tent & Event Equipment Procurement Procedure

Event planners considering using tents, portable restrooms, or other event equipment must contact ECSS to discuss the details of the event, including location, number of occupants, activity in the nearby area, and required inclement weather plan. ECSS will work with event planners to determine the appropriate tent size / event equipment and location suitable for the event.

FIN-4410.3 – Roles and Responsibilities

Several departments play roles in the tent and equipment procurement and management process and are responsible for different aspects as outlined in this policy:

- **Sponsoring Group:** Responsible for working with the Office of Events, Conferences, and Support Services, and adhering to this and other related policies, including *PRM 1005 – University Events and Space Reservations Policy*.
- **Events, Conferences, & Support Services:** Responsible for contacting approved vendor; initiating rental and payment processes; ensuring proper permits are on file; ensuring appropriate ABC measures are in place as applicable. Responsible for notifying appropriate campus departments, including Environmental Health and Safety, University of Richmond Police, and Facilities. Advises event planner of food tenting requirement.
- **Environmental Health and Safety:** Inspects for properly posted permits and exit signs, availability of fire extinguishers, and means of entry and egress for emergency vehicles. Additionally, the fire marshal (Richmond or Henrico County) may call upon a campus safety specialist as a resource in a consulting capacity.
- **University of Richmond Police:** Provides general security oversight, and schedules overnight security or event police as required.
- **Facilities:**
 - **Landscaping**—Reviews the location for practicality and suitability; works with vendor in monitoring safe and appropriate installation and removal; cuts grass and tends landscaping as needed.
 - **Electrical**—Marks underground utility lines for tents requiring staking. Assists with acquiring appropriate generator rentals and other electrical needs.
- **Office of Procurement:** Negotiates University rental contracts to ensure that quality standard and pricing are appropriate, and vendors meet other University requirements.

RELATED POLICIES:

PRM 1005 - University Events and Space Reservations Policy

PRM 1006 – University Forum Policy

FIN 4403 - Procurement Policy

POLICY BACKGROUND:

Policy was established in 2016.

FIN-4410 – Tent and Event Equipment Rental Policy

Updated policy was reviewed in 2025 by President's Cabinet before inclusion in the University Policy Library.

POLICY CONTACTS:

Director of Events and Support Services