Facilities Management Procedure

Tent, Stage and Amusement Device Permit Requirements

Last updated – July, 2018

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 Event Management
2) Submit a request/work order, via the work order system (Maintenance Direct [www.odu.edu/md](http://www.odu.edu/md)) at least **FOUR weeks in advance with ALL the information required below** – 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 – Form”:
   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 charges may be necessary due time spent working on permit, utility marking expenses, and/or other expenses incurred by Facilities Management.**)
   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 space:

- 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.

i) Certificate of insurance (COI) - Insurance Certificate from supplier (proof of liability insurance of an amount not less than $1,000,000 per occurrence or proof of equivalent financial responsibility)

j) A scanned copy of the vendor’s Certificate of Insurance form

k) A scanned copy of the tent’s flammability certificate

l) Tent’s serial number (should be on the flammability certificate)

m) Device’s anchoring system – sandbags, stakes, water barrels (water barrels only on hard surfaces)

n) 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

o) Vendor’s contact info (name, cell, office number and e-mail address)

The vendor should be able provide all tent related information.

Please send ALL required information in a single work order.
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

<table>
<thead>
<tr>
<th>OCCUPANT LOAD</th>
<th>MINIMUM NUMBER OF MEANS OF EGRESS</th>
<th>MINIMUM WIDTH OF EACH MEANS OF EGRESS (inches)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Tent</td>
</tr>
<tr>
<td>10 to 199</td>
<td>2</td>
<td>72</td>
</tr>
<tr>
<td>200 to 499</td>
<td>3</td>
<td>72</td>
</tr>
<tr>
<td>500 to 999</td>
<td>4</td>
<td>96</td>
</tr>
<tr>
<td>1,000 to 1,999</td>
<td>5</td>
<td>120</td>
</tr>
<tr>
<td>2,000 to 2,999</td>
<td>6</td>
<td>120</td>
</tr>
<tr>
<td>Over 3,000</td>
<td>7</td>
<td>120</td>
</tr>
</tbody>
</table>

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 Facilities Management, along with all attachments
2. Payments
a. Direct payment to vendor for tent
b. Reimbursing, via IDT, Facilities Management 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

Facilities Management 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 50 or more people requires a permit
6. Tents (and stages) require an inspection by State Fire Marshal or designee (Risk Management).

B. Stages/Platforms

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

1) Reserve space on campus through Event Management
2) Submit a request/work order, via the work order system (Maintenance Direct www.odu.edu/md) at least FOUR weeks in advance with ALL the information required below – 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 – Form”:
   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 charges may be necessary due time spent working on permit, utility marking expenses, and/or other expenses incurred by Facilities Management.)

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) A scanned copy of the vendor’s Certificate of Insurance form

i) Stage’s model number

j) 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

k) Insurance Certificate from supplier (proof of liability insurance of an amount not less than $1,000,000 per occurrence or proof of equivalent financial responsibility)

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 work order.

Requesting department is responsible for:
1. Fill out Attachment B, completely, to begin the permit process and submit to Facilities Management

2. Payments
   n) Direct payment to vendor for stage and setup
o) Reimbursing, via IDT, Facilities Management 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:
   p) 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.
   q) Delivery vehicles are limited to hard surfaces (NOT lawns)
   r) On Kaufman Mall, vehicles may NOT drive on or over University Seal
   s) When backing vehicles vendor must have a guide, outside the vehicle, to prevent injuries to pedestrians

Facilities Management 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

C. Amusement Devices

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

1) Reserve space on campus through Event Management
2) Submit a request/work order, via the work order system (Maintenance Direct www.odu.edu/md) at least FOUR weeks in advance with ALL the information required below – 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 charges may be necessary due to time spent working on permit, utility marking expenses, and/or other expenses incurred by Facilities Management.

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) What are the device’s dimensions

n) Maximum Occupants – maximum number of riders on device at one time

o) Device Manual – Manuals include operator and safety information

p) By law, padded mats are required at all inflatable entrances/exits, must be noted in contract with vendor

q) What is device’s anchoring system – sandbags, stakes, water barrels (water barrels only on hard surfaces)

r) Device to be anchored per manufacturer’s instructions

s) Generator – power source for device. If owner provided, will ground rods be required (which would require marking for utilities)

t) Device Installed by – should be installed by owner’s company staff

u) Insurance Certificate from supplier (proof of liability insurance of an amount not less than $1,000,000 per occurrence or proof of equivalent financial responsibility)

v) Device Arrival and Setup Start Time - Time vendor will arrive on site and begin setup

w) Available for inspection time – Leave a ½ hour per device between setup time and event start time – SEE BELOW

x) Inspection Certification – If devices were previously inspected by a DHCD Amusement Certified inspector in 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.

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

The vendor should be able provide all device related information. Please send all required information in a single work order. Incomplete word orders will be cancelled.

Requesting department is responsible for:
1. Filling out Attachment C, completely, to begin the permit process and submit to Facilities Management
2. Payments
   a. Direct payment to vendor for device and setup
   b. Reimbursing Facilities Management 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 vendor:
   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 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
   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).

Facilities Management 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
D. Facilities Management 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 - Form” (Attachment A) to ensure that all information required for the permit is available, if not contact the requesting department.
   b. Fill out appropriate BCOM , Submittal Page (BCOM form CO-17 TMP) (Attachment B) required by BCOM to accompany the attachments. One form per device.

2. Send all documentation and forms to Facility Engineer 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
      - Send Risk Management all information previously submitted to BCOM by Facility Engineer, along with a copy of the approved permit
      - 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

Facility Engineer or Designee:

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 E - J
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:

Rules governing tent size permitting requirements (Section 108.2 exemption 3)

Governing rules for amusement devices can be found at:

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

Third Party Inspectors

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kenneth Martin</td>
<td>804 342-1808</td>
<td><a href="mailto:Ken.martin.safety.usa@gmail.com">Ken.martin.safety.usa@gmail.com</a></td>
<td>$300 - $500</td>
</tr>
<tr>
<td>Neil Holland</td>
<td>540 206-9867</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**ATTACHMENT A - Tent or Tents Request Form**

Sections highlighted in **BLUE** should be provided by vendor

<table>
<thead>
<tr>
<th><strong>Tent Name</strong></th>
<th>VIP tent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Requestor</strong></td>
<td>Betty Jones</td>
</tr>
<tr>
<td><strong>Requestor Contact</strong></td>
<td><a href="mailto:bjoness@odu.edu">bjoness@odu.edu</a>, x1234</td>
</tr>
<tr>
<td><strong>ODU Staff (employee) Sponsor &amp; Contact info</strong></td>
<td>LSI Events, x 5555</td>
</tr>
<tr>
<td><strong>Budget Code</strong></td>
<td>6xx00</td>
</tr>
<tr>
<td><strong>Event Date(s) Seasonal permit? &amp; Start/End times</strong></td>
<td>4/12/14, starts at 3PM, ends 7 PM</td>
</tr>
<tr>
<td><strong>Setup Date/Time</strong></td>
<td>4/12/17, 7 AM</td>
</tr>
<tr>
<td><strong>Available for inspection Date/Time</strong></td>
<td>4/12/17, 9 AM</td>
</tr>
<tr>
<td><strong>Takedown Date</strong></td>
<td>4/12/17</td>
</tr>
<tr>
<td><strong>Location Layout</strong></td>
<td>Attached</td>
</tr>
<tr>
<td><strong>Interior Layout</strong></td>
<td>Attached</td>
</tr>
<tr>
<td><strong>Dimensions (LxWxH)</strong></td>
<td>40x50x30</td>
</tr>
<tr>
<td><strong>Maximum # of occupants (3'/person standing, 7'/person sitting &amp; 15'/person with tables &amp; chairs)</strong>*</td>
<td>133</td>
</tr>
<tr>
<td><strong>Certificate of Insurance</strong></td>
<td>Attached</td>
</tr>
<tr>
<td><strong>Flammability Cert.</strong></td>
<td>Attached</td>
</tr>
<tr>
<td><strong>Serial Number</strong></td>
<td>WF3-54321</td>
</tr>
<tr>
<td><strong>Anchoring System (Stakes/Water Barrels)</strong></td>
<td>Stakes</td>
</tr>
<tr>
<td><strong>Tent side flaps (yes/no)</strong></td>
<td>NO</td>
</tr>
<tr>
<td><strong>Heated (yes/no)</strong></td>
<td>NO</td>
</tr>
<tr>
<td><strong>Air Conditioned - yes/no</strong></td>
<td>NO</td>
</tr>
<tr>
<td><strong>Vendor’s Co. Name</strong></td>
<td>Tents R Us</td>
</tr>
<tr>
<td><strong>Vendor Contact</strong></td>
<td>757-555-2468</td>
</tr>
<tr>
<td><strong>Notes</strong></td>
<td>none</td>
</tr>
</tbody>
</table>

*Tents 900 SF and smaller with 50 or more occupants requires a BCOM permit

** Additional information will be required **
**Attachment B - Stage / Platform**

Sections highlighted in **BLUE** should be provided by vendor

<table>
<thead>
<tr>
<th><strong>Requestor</strong></th>
<th><strong>Betty Jones</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Requestor Contact</strong></td>
<td><strong><a href="mailto:bjones@odu.edu">bjones@odu.edu</a>, x1234</strong></td>
</tr>
<tr>
<td><strong>ODU Staff (employee) Sponsor &amp; Contact info</strong></td>
<td><strong>LSI Events, x 5555</strong></td>
</tr>
<tr>
<td><strong>Budget Code</strong></td>
<td><strong>6xx00</strong></td>
</tr>
<tr>
<td><strong>Event Date(s) (Seasonal permit?)</strong></td>
<td><strong>4/12/17</strong></td>
</tr>
<tr>
<td><strong>Setup Date/Time</strong></td>
<td><strong>4/12/17, 7 AM</strong></td>
</tr>
<tr>
<td><strong>Available for inspection Date/Time</strong></td>
<td><strong>4/12/17, 9 AM</strong></td>
</tr>
<tr>
<td><strong>Takedown Date</strong></td>
<td><strong>4/12/17</strong></td>
</tr>
<tr>
<td><strong>Location Layout</strong></td>
<td><strong>Attached</strong></td>
</tr>
<tr>
<td><strong>Stage Layout</strong></td>
<td><strong>Attached</strong></td>
</tr>
<tr>
<td><strong>Maximum # of occupants</strong></td>
<td><strong>5</strong></td>
</tr>
<tr>
<td><strong>Dimensions (LxWxH)</strong></td>
<td><strong>10x15x3</strong></td>
</tr>
<tr>
<td><strong>Weight Capacity Load Rating</strong></td>
<td><strong>125 lbs./SF</strong></td>
</tr>
<tr>
<td><strong>Certificate of Insurance</strong></td>
<td><strong>Attached</strong></td>
</tr>
<tr>
<td><strong>Model Number</strong></td>
<td><strong>54321</strong></td>
</tr>
<tr>
<td><strong>Anchoring System (if any)</strong></td>
<td><strong>Gravity</strong></td>
</tr>
<tr>
<td><strong>Vendor’s Co. Name</strong></td>
<td><strong>Smith’s stages</strong></td>
</tr>
<tr>
<td><strong>Vendor Contact</strong></td>
<td><strong>757-555-2468</strong></td>
</tr>
<tr>
<td><strong>Notes</strong></td>
<td><strong>none</strong></td>
</tr>
</tbody>
</table>
ATTACHMENT C – Amusements/Inflatables Request Form

Attach this checklist to a work order (odu.edu/md) and send required attachments (Location of amusement(s), device/owner’s manual(s), certificate of insurance) to maintenancesupport@odu.edu. Reference the work order # in the e-mail.

Sections highlighted in **BLUE** should be provided by vendor

<table>
<thead>
<tr>
<th>Device #1</th>
<th>Device #2</th>
<th>Device #3</th>
<th>Device #4</th>
<th>Device #5</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Event Coordinator/ Responsible Party</strong></td>
<td>Betty Williams</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Coordinator Contact Info</strong></td>
<td>757-555-1234</td>
<td><a href="mailto:bwill132@odu.edu">bwill132@odu.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ODU Staff (employee) Sponsor &amp; Contact info</strong></td>
<td>LSI Events, x 5555</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Budget Code</strong></td>
<td>4XX00</td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>ODU POC Day of Event &amp; cell #</strong></td>
<td>Same as above</td>
<td></td>
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<tr>
<td><strong>Locations of Amusement(s)</strong></td>
<td>Attached</td>
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</tr>
<tr>
<td><strong>Event Name</strong></td>
<td>Campus Chaos</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Date of Event</strong></td>
<td>4.5.17</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Hours of Event</strong></td>
<td>1 PM – 6 PM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Device Owner</strong></td>
<td>Party Bus</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Owners Name and Contact information</strong></td>
<td>Gary Larson, 757.555.45 93</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Device Name</strong></td>
<td>Giant Slide</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Model #</strong></td>
<td>1234</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em><em>Dimensions (Length x Width x Height</em>)</em>*</td>
<td>3’x18’x18’</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Maximum Occupants</strong></td>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Device MANUAL</strong></td>
<td>Attached</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Device Anchoring System</td>
<td>4 stakes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------</td>
<td>----------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anchoring System designed by?</td>
<td>Manufacturer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Generator Requires Ground Rods?</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Device Installed by?</td>
<td>Owner</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificate of Insurance</td>
<td>Attached</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Padded mats ordered yes/no**</td>
<td>yes</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Device Arrival Date & Setup start Time | 4.5.17  
8:30 AM  
10 AM |
| Available for inspection time*** | 11 AM |
| Inspection Certification**** | attached |

*Height is measured at edge or sidewall – see manual.

**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 an inspector is being provided by the University, requires a ½ hour per device

****Amusement Inspections – requestor will be contacted regarding any required inspections and related costs.

**Notifications to Amusement Providers:**

- It is necessary to stake each inflatable at every point where an attachment point or ring is placed by the manufacture of the inflatable.

- 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 and Facilities Management, the Division of Engineering and Buildings and the Department of Housing and community development shall be notified within 24 hours.
- **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.) – before each event.
  - **ROCK CLIMBING WALLS & ZIP LINES** – before each event.

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

- **NO PRE-INSPECTION** – If a valid pre-inspection certification is not available, then an on-site inspection will be required:
  
  - Will need at least a half hour, per device/amusement, prior to the event start time to conduct inspections. Devices shall NOT be operated prior to completion of inspection and resolution of any discrepancies found during inspection.
  - Charges for inspection will be incurred by requesting organization

**Notes on Amusements:**

- Anything connected to a large generator (Festival Wheel/Ferris Wheel) because of the grounding rod – potentially requires utility marking.
- The following devices don’t need BCOM permits but still require attachment C to be submitted to Facilities Management:
  
  - Inflatable twister/Giant Twister – still want notification because of staking requirements
  - Human foosball (walls only, no bottom inflatable piece)
  - Sumo Wrestling – with pads on ground, not inflatable
  - Bull Riding
  - Dunk tank
## Building Permit Attachment for Amusement Device

### Commonwealth of Virginia
Department of General Services

### Building Permit Attachment for Amusement Device

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>221</td>
<td>Old Dominion University</td>
</tr>
<tr>
<td>TBD</td>
<td>2013 ODU Non-Capital Projects</td>
</tr>
<tr>
<td>TBD</td>
<td>Student Activity Hour Event</td>
</tr>
</tbody>
</table>

**Agency:**
Old Dominion University

**Project:**
TBD

**Sub-Project:**
TBD

**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:**
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.
<table>
<thead>
<tr>
<th>Site</th>
<th>Print</th>
<th>Copy From to</th>
<th>Agency</th>
<th>Number</th>
<th>Tracking</th>
<th>Sub Project Title</th>
<th>Form Type</th>
<th>Rev.</th>
<th>Final</th>
<th>Submitted</th>
<th>Status</th>
<th>Issued Date</th>
<th>Appropriation</th>
<th>Total Project Cost</th>
<th>Building Name</th>
<th>Work Permitted</th>
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<tbody>
<tr>
<td>1</td>
<td></td>
<td>A4221-000</td>
<td></td>
<td></td>
<td></td>
<td>ODU BIG BLUE BBQ</td>
<td>CO-17 TMP</td>
<td></td>
<td>DRAFT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0</td>
<td>Full Building</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>A4221-000</td>
<td></td>
<td></td>
<td></td>
<td>ODU BIG BLUE BBQ</td>
<td>CO-17 TMP</td>
<td></td>
<td>DRAFT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0</td>
<td>Full Building</td>
<td></td>
</tr>
<tr>
<td>3</td>
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<td>A4221-001</td>
<td></td>
<td></td>
<td></td>
<td>FOOTBALL SEASON 12 &amp; 13</td>
<td>CO-17 TMP</td>
<td></td>
<td>APPROVED</td>
<td>07/10/2012</td>
<td>09/21/2012</td>
<td></td>
<td></td>
<td>Full Building</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>A4221-002</td>
<td></td>
<td></td>
<td></td>
<td>FOOTBALL SEASON 12 &amp; 13</td>
<td>CO-17 TMP</td>
<td></td>
<td>APPROVED</td>
<td>07/10/2012</td>
<td>08/31/2012</td>
<td></td>
<td></td>
<td>Full Building</td>
<td></td>
<td></td>
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</tbody>
</table>

Select the form type to add:
- CO-1 Authority to Initiate Capital Outlay Project
- CO-2 Application for Approval of Schematic Design
- CO-3 Application for Approval of Preliminary Design
- CO-4 Application for Approval of Working Drawings & Specifications
- CO-5 Approved to Award Construction Contract
- CO-6 Building Permit for Construction
- CO-7 Building Permit for an Industrialized Building
- CO-8 Building Permit for a Manufactured Home
- CO-9 Building Permit for a Temporary Structure
- CO-10 Special Use Permit
- CO-11 Certificate of Use and Occupancy
- CO-12 Certificate of Use and Occupancy for an Industrialized Building
- CO-13 Certificate of Use and Occupancy for a Manufactured Home
- CO-14 Building Permit Close Out
- CO-15 Temporary Occupancy

Add New Empty Form (C)
Form Type: I-select the form type to add.
**Attachment G**

**CO-17 TMP, Building Permit for a Temporary Structure**

<table>
<thead>
<tr>
<th>Project Data</th>
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<td>- Capital Project</td>
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<tr>
<td>- Non-Capital Project</td>
<td></td>
</tr>
<tr>
<td>Project</td>
<td></td>
</tr>
<tr>
<td>Number:</td>
<td></td>
</tr>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Sub-Project</td>
<td></td>
</tr>
<tr>
<td>Number</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Agency</td>
<td>- Select One -</td>
</tr>
<tr>
<td>Facility/Campus</td>
<td>- Select One -</td>
</tr>
<tr>
<td>Project Type</td>
<td>- Select One -</td>
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<td>Location (FIPS Code)</td>
<td>- Select One -</td>
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<tr>
<td>Alternate Authority</td>
<td></td>
</tr>
<tr>
<td>Independent or Non-State Entity</td>
<td>Level II</td>
</tr>
<tr>
<td>Procurement Method</td>
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</tr>
<tr>
<td>- Design-Bid-Build</td>
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</tr>
<tr>
<td>- Construction Management</td>
<td></td>
</tr>
<tr>
<td>- Design-Build</td>
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<td>- To Be Determined</td>
<td></td>
</tr>
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<td>- PPEA</td>
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<td>- VPPA Approved</td>
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<tr>
<td>- ESCO</td>
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<tr>
<td>- Other</td>
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</tr>
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<td>Project Group</td>
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</tr>
<tr>
<td>- Post Funded Project</td>
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<tr>
<td>- Chapter 876 (2011)</td>
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</tr>
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<td>CADD Cost Code</td>
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</tr>
<tr>
<td>Agency Tracking Number</td>
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</tr>
<tr>
<td>Project Comments</td>
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</tr>
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</table>
**Attachment H**

**CO-17 TMP, Building Permit for a Temporary Structure**

<table>
<thead>
<tr>
<th>Temporary Structure Data</th>
<th>Revised By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency</td>
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</tr>
<tr>
<td>Form</td>
<td></td>
</tr>
<tr>
<td>Temp. Struct.</td>
<td></td>
</tr>
<tr>
<td>Contacts</td>
<td></td>
</tr>
<tr>
<td>Attachments</td>
<td></td>
</tr>
<tr>
<td>Action</td>
<td></td>
</tr>
</tbody>
</table>

**Group(s):**
- Edit
- New
- Use
- Building Groups
- Delete
- Editor

**Type of Construction:**

<table>
<thead>
<tr>
<th>North</th>
<th>West</th>
<th>South</th>
<th>East</th>
<th>Vessel</th>
<th>Height</th>
<th>Width</th>
<th>Height</th>
<th>Width</th>
</tr>
</thead>
</table>

**Temp. Structure Dimensions:**

- Length
- Width
- Height
- at-edge or sideward

**Data Applicable to Tents:**

- Open Sides
- With Sidewalls (Closed)

**Type of Fabric:**

- Noncombustible
- Conforms to NFPA 701

**Swirl Number or Date of Manufacture or Certificate of Flame Propagation Performance Criteria:**

- Data Applicable to Other Structures (stagings, bleachers, etc.):

- Closed Engineered System
- Yes: 8, No: 0
- Yes: 8, No: 0
- Floor: Load
- Roof: Load
- Wind Speed
- mph
- Wind Exposure Category
- Select One

**Temp. Structure Erection By:**

- Design
- Construction
- Supervision
- Inspection

**Perm. Access (H):**

- Design
- Construction
- Supervision
- Inspection

**Temp. Structure Designed By:**

- Design
- Construction
- Supervision
- Inspection

**Temp. Structure Erected By:**

- Design
- Construction
- Supervision
- Inspection

**Temp. Structure:**

- Design
- Construction
- Supervision
- Inspection

**Type of Tent:**

- Open Sides
- With Sidewalls (Closed)

**Type of Fabric:**

- Noncombustible
- Conforms to NFPA 701

**Swirl Number or Date of Manufacture or Certificate of Flame Propagation Performance Criteria:**

- Data Applicable to Other Structures (stagings, bleachers, etc.):

- Closed Engineered System
- Yes: 8, No: 0
- Yes: 8, No: 0
- Floor: Load
- Roof: Load
- Wind Speed
- mph
- Wind Exposure Category
- Select One

- Revised By

**Building Code Editt(s):**

- Select Group
- 0

**Accessibility Standards:**

- Select One

- Revised By

- Revised By

- Revised By

- Revised By

- Revised By

- Revised By
Attachment I

### CO-17 TMP, Building Permit for a Temporary Structure

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
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</thead>
<tbody>
<tr>
<td>Agency</td>
<td></td>
</tr>
<tr>
<td>Contact Name</td>
<td></td>
</tr>
<tr>
<td>Phone Number(s)</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Phone Number(s)</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
- The form is interactive and requires user input for complete information.
- The user interface includes fields for Agency, Contact Name, Phone Number(s), Email, Name, Phone Number(s), and Email.
- The interface also includes options for Save and Submit.
Attachment J

**CO-17 TMP, Building Permit for a Temporary Structure**

<table>
<thead>
<tr>
<th>Agency</th>
<th>Revised By</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Contact Name</th>
<th>Phone Number(s)</th>
<th>Email</th>
<th>Revised By</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO-17 TMP</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agency</th>
<th>Revised By</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Save Form**

Actions for the Draft step in the BO workflow:
- Leave data only. Do not submit form.
- Submit data and submit for agency approval.

**Draft Remarks**

![Image of a computer screen showing a form for CO-17 TMP, Building Permit for a Temporary Structure]