1) Date of Event  
2) Location of event. (A pdf map of location will be sent to you for further information)  

3) **Information for Tents:**  
   a) Name of Vendor or Owner of Tent.  
   b) Size of Tent (L,W,H).  
   c) Flame Certificates for all components of Tent.  
   d) Anchoring method.  
   e) Tent sides? Y/N.  
   f) Mark location of Tent on map provided.  

4) **Information for Stages:**  
   a) Name of Vendor or Owner of Stage.  
   b) Size of Stage (L,W,H)  
   c) Floor “Live Load” in lbs. per Sq. Ft.  
   d) Stage assembled by?  
   e) Mark location of Stage on map provided.  
   f) Manufacturers Manual.  
   g) Layout of Furniture on stage (if Any)  

5) **Inflatables Information.**  
   a) Name and description of ride/device.  
   b) Name of Vendor.  
   c) Vendors proof of Insurance.  
   d) Ride/Device serial number.  
   e) Ride/Device dimensions.  
   f) Operators manual. These manuals must be onsite on the day of the event.  
   g) Mark location of Tent on map provided.  

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There will be a fee for the permits from Bureau of Capital Outlay Management. The current fee is $100 per permit for review and issuance (One hour minimum). Please contact Connie Souza for billing information.  
[csouza@umw.edu](mailto:csouza@umw.edu)  
(540) 654-2079
A Facilities Services Work Request must be submitted for Electrical and/or Water needs. Work request forms can be accessed by logging into EagleNet. Click on “My University Resources”. Select “Working at UMW”. Under Facilities Work Management Select “Create Work Order Request”. Follow instructions provided.

You must also contact UMW Office of Emergency Management and Safety for Tent/Stage Inspections and Final Approval of Amusement Devices.

Ruth Lovelace, rlovelac@umw.edu – (540) 654-2096
Briant Atkins, batkins@umw.edu – (540) 654-2108

Amusement Rides Only

You will need to retain a Virginia DHCD certified Amusement Ride Inspector. We suggest Kenneth Martin, ken.martin.safety.usa@gmail.com . There will be a fee for this service.