



Event Information

Organization: _____

Event Name/Purpose: _____

Date: _____ Location: _____

Start Time: _____ Stop Time: _____ On-Site Set-up Begins: _____

Event Features:

1. Will you be utilizing a tent or other temporary covered structure? Yes No (skip to #2)
 - a. If yes, will the tent(s) be open on all sides? Yes No
 - b. Will the tent(s) have a maximum covered size of 700 SF or less? Yes No
 - c. If multiple tents are placed side by side (with less than 12 feet between them), will the aggregate area be 700 SF or less? Yes No
 - d. Will you be staking your tent or structure less than 12 inches in the ground? Yes No
 - e. If *Yes* to all of the above questions, you do not need a tent permit. If *No* to any question, complete permit application found [here](#).

2. Will you be serving food at your event? Yes No (skip to #3)
 - a. Is the event open to the public (not publicly advertised, not restricted from passersby, not private or invite only?) Yes No (skip to #3)
 - b. If *Yes*, you will need a food distribution form found [here](#). After review of your food distribution, you may be required to obtain an additional permit from the Brazos County Health Department.

3. Will restroom facilities be available (nearby, unlocked, accessible) for the duration of your event? Yes No
 - a. If *yes*, which buildings/facilities? _____
 - b. If *no*, you may need to consider portable restroom facilities.

4. Will you have a stage or other temporary support structure? Yes No (skip to #5)

If yes, describe the size and set-up of the structure: _____

5. Who should EHS communicate with regarding plans/permits for this event?

Name: _____

Email: _____ Phone: _____

Submit completed form to ehsd@tamu.edu for review.

EHS Approval: *Food* Yes N/R
Tent Yes N/R

Sanitation Yes N/R
Stage/Structure Yes N/R