



Using Tents for Campus Events

Purpose:

- For use when event planners would like to order a tent for a campus event.

Procedures:

1. If you know your event will likely need a tent, please create your reservation in our [Campus Reservation System](#) ASAP.
2. Depending on the size of the tent, extra precautions will need to be taken by the City of Philadelphia and Drexel's Fire & Emergency Services team.
3. The Event Services Office does not own tents for event planners to rent for events, we will contract with our external rental company.
4. Any tents with the following sizes do not need a City permit: 9'x or a 10'x10'/x20'/x30', a 16'x16' and a 16'x24'.
5. All 400+ square feet tents will need to have a permit from the City of Philadelphia and an inspection by Drexel's Fire & Emergency Services team.
 - a. The following tent sizes will need to take these additional steps: a 16'x32' or longer in 8' increments, a 20'x20' or longer in 10' increments and any of the 30'x, 40'x, 50'x, 60'x, 80'x and 100'x tents available from local tent vendors.
 - b. **400+ square feet tents must be requested no later than 10 calendar days prior to date of use**: this is due to the permit submission deadline. Any 400+ square foot tent request received under 10 calendar days prior to the event date will be denied.
6. If you know your event will need a large tent, please create your reservation, and contact the Event Services Office ASAP.