

# Event Safety Manual

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## Reserved Activity/Event Procedure:

Tampa - Student group and USF Departments should review the [Student Organization Event and Meeting Services Policies](#) for information on planning and scheduling events through the [Marshall Student Center](#).

For Signage, Space Management and Non-Student Sponsored Events, refer to [USF Policy 6-028: Activities, Signage and Use of Public Space](#).

Events outside of the Marshall Student Center sponsored by USF Departments or USF related organizations should use the [Reserved Activity Request](#) process.

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**Alcohol:**

Refer to the [USF Policy #30-023 Alcohol Policy](#) for policy guidelines and the approval process to serve alcohol at events.

**Parking:**

USF departments that are sponsoring or co-sponsoring an event on campus shall request parking permits

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5. Tents larger than 120 square feet (10'X12') will require a permit from [USF Building Code Administration](#) for tent installation and inspections prior to performance and occupancy. These tents shall have a current certificate of flame retardant on the tent with a copy sent to EH&S. Allow a minimum of two (2) weeks for review and approval of permit documents.
6. Containers for liquefied petroleum gases shall be installed not less than 60 inches (1525 mm) from any tent.

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requirements of NFPA 96.

5. Cooking equipment that produces grease-laden vapors shall have protection supplied by fire-extinguishing equipment.
6. Fire extinguishing systems must be current with certification within the last 6 months.

