

**Mohawk Valley Community College
Camping and Use of Tents on Campus Procedures**

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| Policy Name: | 5016. Camping and Use of Tents on Campus Procedures |
| Issued: | |
| Revision Date: | |
| Responsible Office: | |

These procedures accompany policy 5016 – Camping and Use of Tents on Campus Policy.

A. Obtaining a Temporary Revocable Permit

- A. Requests for a Temporary Revocable Permit should be made to the [Office of Facilities and Operations](#).
- B. Depending on the use and access requested, a permittee may be required to provide proof of insurance, comply with procedures to protect minors on Campus, and all federal or state laws, rules, and regulations. Further, a permittee will be required to comply with all Campus policies, rules, and regulations and with any specific terms and conditions imposed by the Temporary Revocable Permit.

B. Tents and Canopies Larger than 400 Square Feet

Request for approval of a Tent or Canopy larger than 400 square feet should be made to the [Office of Facilities and Operations](#).

- A. *Permit requirement:* a temporary revocable permit is required for tents and canopies >400 square feet. Such structures shall not be erected prior to obtaining a temporary revocable permit.
- B. *Construction documents:* a detailed site and floor plan for tents and canopies with an occupancy load of 50 or more shall be provided with each application for approval. The floor plan shall include details of means of egress facilities, seating capacity, arrangement of the seating and location and type of heating and electrical equipment.
- C. *Inspections:* Tents and canopies shall be inspected prior to occupancy and use. Tents in use for 30 days or more shall be re-inspected bi-weekly.
- D. *Location:* Tents and canopies must not be located within 50 feet of: lot lines, buildings, other tents and canopies, parked vehicles or other internal combustion engines. For the purposes of required distances, support ropes and guy wires shall be considered as part of the tent or canopy.
- E. *Fire Break:* On all sides of any tent or canopy, there must be an unobstructed passageway or fire road not less than 12 feet wide free from guy wires, ropes and other obstructions to allow for fire department access unless otherwise approved by Executive Operating Officer.
- F. *Anchorage required:* Tents and canopies shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing. Documentation of structural stability shall be furnished to the Vice President for Administrative Services on request. If tent stakes or pins will be driven into the

ground for stability, NYS law requires that you contact Dig Safely NY (811) prior to insertion of tent stakes or pins. Sandbags, Water barrels, and cement is also an option, but it must be appropriately anchored for wind and weather elements.

- G. *Seating arrangements*: All seating arrangements shall be in accordance with Chapter 10 (means of egress) of the Fire Code of New York State.
- H. *Means of egress*: Exits shall be spaced at approximately equal intervals around the perimeter of the tent or canopy and shall be located such that all points are 100 feet or less from an exit. The number of exits varies depending on the number of occupants.

Revision History

| Date | Revision Description | Revisions Made by: |
|--------------------|---|------------------------------------|
| | Creation of Procedures – SUNY General Counsel recommended each campus implement policy to ensure a safe, organized, and compliant campus environment. Language created utilizing SUNY General Counsel’s policy template | Anne Nolan, Director of Compliance |
| 4.22.25 5.19.25 | Board of Trustees First Reading College Adoption | |