Tent guidelines

*Includes football tailgate tents and sites*

Approved events will be assessed a fee, based on tent size, to cover administrative coordination and site restoration of tent sites. For football tents, limited areas are available each season.

**Applicant Responsibilities**

- **Football tailgate tents/sites**— Organization agrees to coordinate exact tent location, including tent delivery truck access limitations with IPF Landscape Services and tent vendor regarding irrigation and tree protection issues. An on-site meeting may be required.
  - For staked football tents located near the stadium, Friday afternoon set-up is preferred, due to restricted vehicular traffic on game day.
  - Pop-up tents can be placed during official university tailgate hours only. Gameday tailgate hours can be reviewed each week at [http://police.msu.edu](http://police.msu.edu).
  - Required: The organization’s representative must be on-site during tent set-up, throughout the event and during take-down. **Tent company is responsible for calling Miss Dig, three (3) days minimum prior to installation.**

- **Recycling/litter service**— A fee will be included in your event cost for recycling and litter pickup and site restoration.

- **Food at outdoor events**— All food service and catering is subject to the review and approval of the University Sanitarian. Contact the IPF Events office by calling 517-432-0547 or e-mailing campusevents@ipf.msu.edu for more information.

- **Caterer vehicles**— A commercial parking pass from MSU Police is required. Please submit number and sizes of catering vehicles, trailers, carts and generators requested. Do not locate (approved) grills beneath trees.

- **Parking on tent site is prohibited**— Parking shall be in legally designated parking areas. Driving or parking on lawns and walks is prohibited at approved tent locations; the organization is responsible for clearly communicating this with their vendors, caterers and guests.

- **Prohibited items**— Indoor furniture, carpet/flooring, personal grills, signage (other than one with group name attached to tent), advertising, sales and raffles. **Nothing shall be attached to trees and plants. Tents cannot be staked in paved areas or on any hard surface on campus.**