Facilities Department Event Instructions

Events requiring Tent Placement on Campus
✓ Tent(s) must be requested through Purchasing and minimum 10 days prior to event.
✓ Work order must be submitted to Electricians for sounding the area 10 days prior to tent erection.
✓ Please provide name and phone number of contact person. If person will not be available, be sure a designee is appointed. The tent(s) location must be known by the designee.
✓ Work order requests must be placed to Grounds crew for tables and chairs (if necessary) a week in advance.

Events on Broad Street with Band or DJ
✓ Work order information for electrical support of band or DJ event
  o Date of event
  o Arrival time and initial start up of band or DJ
  o Specs are necessary from Band, DJ and/or sound company supporting them. They can be e-mailed to adavidson@colgate.edu
  o If a Tie-In is necessary (hooking directly into a CU power panel) for safety reasons, the electrician will remain on site for the duration of the event.
✓ Requirements for Tent Request
  o Tent(s) must be requested through Purchasing and minimum 10 days prior to event.
  o A work order placed to Electricians for sounding the area 10 days prior to tent erection. Name and phone number of contact person. If this person will not be available, a designee must be appointed. The tent(s) location must be known by the contact. You must call the Facilities Department office (x7130 or 7131) to set up an appointment with the electrical foreperson at least a week prior to the event for someone to come to the house to be shown where the tent will be located. ALL TENT LOCATIONS ARE FINAL ONCE MARKED.

Events on Broad Street with Tent(s)
✓ Tent(s) must be requested through Purchasing and minimum 10 days prior to event
✓ A work order placed to Electricians for sounding of area 10 days prior to tent erection. Name and phone number of contact person. If person will not be available, a designee must be appointed. The tent(s) location must be known by the contact. You must call the Facilities Department office (x7130 or 7131) to set up an appointment with the electrical foreperson at least a week prior to the event for someone to come to the house to be shown where the tent will be located. ALL TENT LOCATIONS ARE FINAL ONCE MARKED.
✓ Work order placed to Grounds crew for tables and chairs (if necessary) a week in advance

* Under NO circumstances shall any tent rental company be contacted directly for the rental of tent(s). Only through the Colgate Purchasing Department.

* NYS Dig Safely - 753-1.1 Purpose. The purpose of these rules is to establish procedures for the protection of underground facilities in order to assure public safety and to prevent damage to public and private property, as required by General Business Law Article 36 and Public Service Law Section 119-b. This Part may be cited as Industrial Code 53 or Code Rule 53, in addition to its designation as Part 753.