

Effective Date	DRAFT – 30 Day Campus Review
Policy Number	SAF-PL-102
Sponsor	Vice President for Student Affairs
Responsible Office	Environmental Health & Safety & Sustainability
Next Review Date	November 2029

## I. REASON FOR POLICY

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SUNY Fredonia is committed to maintaining a clean, aesthetically pleasing, healthy, hygienic and safe work, educational, and living environment in order to effectively carry out its educational mission. SUNY Fredonia is authorized to control its buildings and grounds consistent with the SUNY policies for use of facilities, which prohibit the use of university property or buildings for purposes unrelated to the regular programs and activities of the University. This policy clarifies the use of tents/canopies on university property.

## II. POLICY STATEMENT

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Camping is prohibited on State University of New York Campuses.

### Exceptions

Actions that constitute “camping” as defined above may be allowed with prior, written permission in the following limited circumstances:

- With the advance written approval utilizing the outdoor event form
- As approved as part of a revocable permit for Campus use pursuant to SUNY Policy No. 5603 (Use of Facilities by Non-Commercial Organizations).
- Tailgating and tailgate parties are excluded from this policy.
- In extraordinary circumstances, such as times of natural disaster, when approved in writing in advance by the President of the University or their designee.

### Enforcement and Compliance

SUNY Fredonia Office of Student Life and/or University Police Department is responsible for addressing non-compliance with this policy by all persons and may address violations of this policy that constitute criminal trespass or any other violation of law. Students may be referred for discipline for alleged violation of this Policy.

### Procedure for Tents and Canopies Larger Than 400 Square Feet

Tents or canopies covering an area in excess of 400 square feet must follow additional procedures.

- **Permit requirement:** a permit is required for tents and canopies >400 square feet. Such structures shall not be erected prior to obtaining a permit.
- **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.

- **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.
- **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.
- **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 an exception is approved in the tent permit.
- **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 university upon 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.
- **Seating arrangements:** All seating arrangements shall be in accordance with Chapter 10 (means of egress) of the Fire Code of New York State.
- **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.

### III. RELATED DOCUMENTS, FORMS AND TOOLS

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[SUNY Fredonia Tent Application and Guidelines](#)

[8 NYCRR Part 535](#)

[Fire Code of New York State](#)

3653 – [Rules for the Maintenance of Public Order](#)

5607 – [Commercial Use Policy](#)

5603 – [Use of Facilities by Non-Commercial Organizations](#)

[FREDconnect Outdoor Event Form](#) – Used for student club requests (requires sign-in)

[Outdoor Event PDF Form](#) – Used for non-student club requests

[Revocable Permit](#) – Application and instructions

## IV. DEFINITIONS

TERM	DEFINITION
<i>Camping</i>	<ul style="list-style-type: none"> <li>In indoor or outdoor locations, the establishment of, evidence of an attempt to establish, or maintenance of temporary or permanent living quarters at any location on University property other than living quarters in residence halls and living quarters in apartments, or other University-managed housing—this includes the establishment of any indoor and/or outdoor encampment erected in connection with any lawful assembly of individuals pursuant to SUNY Fredonia policies;</li> <li>Sleeping overnight in or under any parked vehicle; or</li> <li>Establishing or maintaining indoors or outdoors, or in or under, any structure not designated for human occupancy, at any time during the day or night, a temporary or permanent place for cooking, storing of personal belongings, or sleeping by setting up any bedding, sleeping bag, mattress, tent, hammock or other sleeping equipment, or by setting up any cooking equipment that has not been approved by the Office of Environmental Health &amp; Safety and Sustainability.</li> </ul>
<i>Campus or Campuses</i>	Any University owned, leased, licensed or operated space, facility, property, grounds or building
<i>Canopy</i>	A structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without side walls or drops on 75 percent or more of the perimeter
<i>Permit</i>	A written document prepared by the requestor issued to Campus Personnel to allow the set up and use of a tent or canopy for a specified amount of time. Permits may be revoked if permit conditions are not followed
<i>Tailgating</i>	Informal gathering from the back of a parked vehicle, typically in the parking lot of a sports stadium or event venue.
<i>Tent</i>	Any and all structures, enclosure or shelter constructed of any material, including but not limited to fabric or pliable materials supported by any manner
<i>Third Party or Parties</i>	Any person, organization, group or entity not affiliated with the University including, but not limited to, the general public, contractors, vendors, guests and visitors to the University, those using University facilities or property under a University revocable permit, and volunteers not enrolled as such on University systems
<i>University</i>	The University at SUNY Fredonia

## V. CONTACT & ENFORCEMENT

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ROLE	CONTACT	PHONE	EMAIL - Website
Responsible Office	EH&S&S	(716) 673-3796	<a href="mailto:envhealth@fredonia.edu">envhealth@fredonia.edu</a>
Enforcement	EH&S&S	(716) 673-3796	<a href="mailto:envhealth@fredonia.edu">envhealth@fredonia.edu</a>
Policy	University Policy Office	(716) 673-4828	<a href="mailto:policy@fredonia.edu">policy@fredonia.edu</a> <a href="http://policy.fredonia.edu">policy.fredonia.edu</a>

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