

# Request for Free-Standing, Temporary Structure

## Definition:

A free-standing, temporary structure is any equipment, display, sign, tent, shed, or other event element that:

- 1) does not rely on another existing structure for support,
- 2) is not professionally fabricated\*,
- 3) is at least 36" high†,
- 4) and will be constructed/assembled by the event client for temporary use at an event on indoor or outdoor University premises.

Examples of free-standing, temporary structures include (but are not limited to): walls, displays, Greek and honors society letters, signs, photo backdrops, message boards, props, art installations, carnival activity backslashes, bridges, etc.

\* Professionally fabricated equipment used for its intended purpose (e.g., a pop-up tent for tabling) does not require approval.

† Items less than 36" high do not require approval.

## Policy:

In accordance with [900-10 D.4](#) and [Fire Code](#), all free-standing, temporary structures constructed for an event on University property require advanced review and approval by campus officials. These policies apply to all events with free-standing, temporary structures, including events sponsored by Registered Campus Organizations (RCOs), UC Departments, and off-campus individuals and organizations.

## SCES Non-Compliance Outcomes:

Failure to comply with fire code and/or exceeding allowable structure height is an infraction. Violations may result in loss of booking privileges with Student Center & Event Service (SCES) and/or reporting of the violation to the Office of Academic Integrity & Student Conduct. See [SCES Guidelines and Procedures for Non-Compliance](#).

## The Review Process for SCES-Managed Event Space:

This form is to be completed by a SCES client who has already submitted a [UCI Eventive](#) inquiry who would like to have a free-standing, temporary structure at their event. SCES strongly recommends completing this form before building the structure, as design modifications may be necessary. If the structure has already been built, the client may need to make structural adjustments in order to obtain permission for the structure to be allowed on University premises. The completed request form should be submitted (15+ days prior to the proposed event start date) to SCES via your assigned SCES Senior Meeting & Event Planner with a cc to [reserver@uci.edu](mailto:reserver@uci.edu).

## Review Criteria:

Free-standing, temporary structure requests for either indoor or outdoor SCES-managed event space are reviewed by both SCES and Environmental Health & Safety (EH&S) staff. The following factors are taken into consideration when reviewing a request:

- Availability of an appropriate space/venue for setup, event, and teardown time periods.
- Egress and access to walkways, stairs and stairways, accessibility ramps, roads, driveways, curb cuts, parking structures/spaces/lots, fire lanes, site furnishings, landscape features, fire alarms, fire extinguishers, AEDs, elevators, emergency exits, and buildings must be maintained without limitation.
- ADA accessibility requirements have been taken into account.
- Free-standing, temporary structures must be safe and cannot create or pose a hazard arising from weather-related events, improper use, or accidental failure.
- If applicable, all free-standing, temporary structures must meet zoning ordinances and building code requirements.
- No permanent damage to the campus landscape, especially trees, is allowed. This includes staking the ground.
- All environmental rules and regulations must be taken into consideration.
- Impairment of normal campus maintenance and operations should be limited as much as possible and must be explicitly agreed to by SCES and EH&S staff prior to the event.
- The structure must be actively monitored and maintained during the display period.
- All structure materials must be promptly removed and disposed of responsibly, in accordance with the event Confirmation Estimate.
- The structure cannot have sharp or jagged edges or parts capable of causing injury.
- If glass is utilized, it shall be laminated or tempered safety glass or otherwise protected against shattering into small pieces/shards.
- All structures must have proper weighting (e.g., sandbags) to secure the structure in place.

Additional content-neutral factors may be considered during the review process (as needed) depending on the structure design, proposed event location, anticipated impact to campus operations, and other relevant event/structural information provided by the client herein.

All materials used to construct/assemble a free-standing, temporary structure must not impede on anyone else's general safety. Client is responsible for ensuring the general safety of others in relation to this temporary structure and the event as a whole.

# REQUEST FOR FREE-STANDING, TEMPORARY STRUCTURE

University of California, Irvine  
Student Center & Event Services  
A311 Student Center, Irvine, CA 92697-2050 • (949) 824-5252 • [www.studentcenter.uci.edu](http://www.studentcenter.uci.edu)

Event Name/Title of Activity: \_\_\_\_\_

Event Type:      Ring Mall Tabling      Special Event

Client/Organization/Sponsor Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

SCES Reservation #: \_\_\_\_\_     Event Date: \_\_\_\_\_

Event Location/Venue: \_\_\_\_\_

## STRUCTURE DETAILS

Type of Structure (e.g., wall, letters sign, etc.): \_\_\_\_\_

Has the structure been previously reviewed (e.g., last academic year) via this process?   No   Yes

Purpose of Structure at Event: \_\_\_\_\_

**Structure Dimensions (in feet and inches):** Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_

*Note: Structures are limited to a height of 10' per policy [900-11 B.o.](#)*

Structure Materials (wood, metal, plastic pipes, etc.):

Describe transportation of materials/equipment to and from the venue, equipment for onsite setup, setup schedule, display period, teardown schedule, and disposal/removal plans:

**Provide one of the following:**

- 1) conceptual design drawings representing the structure (if not built yet) or
- 2) photos of the structure (if already built)

*Visuals must show size (e.g., take picture of structure next to a measuring tape) and extent of structure, materials, and means of attachment/support. If the supports are on the back, you must provide pictures of the back as well. Forms submitted without visuals will not be processed.*

*Provide a visual of the proposed location for the structure within the venue space being reserved. Visit <https://www.studentcenter.uci.edu/events/venue-information/> for diagrams of various SCES spaces/venues you can mark up to indicate the structure's proposed placement.*

**Terms & Conditions**

Client agrees that even with pre-approval, University reserves the right to conduct an onsite safety inspection. Based on the onsite inspection, client agrees to adjust and/or remove a structure if it is placed inappropriately or deemed unsafe. If a structure is deemed unsafe during an onsite inspection, then any existing pre-approval will be null and void and client must submit a new application and photos showing the issue was corrected. Pre-approval only applies to the structure as outlined on this application and will only be good for the period specified in the approval below, unless the structure is deemed unsafe onsite. If client modifies the structure, they must notify SCES and obtain a new pre-approval before bringing the modified structure onto University premises.

\_\_\_\_\_  
*Client Signature*

\_\_\_\_\_  
*Date*

<b>UNIVERSITY ROUTING/APPROVAL</b>	
_____ <i>SCES – Location Approval</i>	_____ <i>Date</i>
_____ <i>EH&amp;S - Fire Safety &amp; Pre-Event Structure Review</i>	_____ <i>Date</i>
<b>Pre-Approval Valid Dates:</b> _____	
<b>Onsite inspections to be completed by:</b> <input type="checkbox"/> EH&S <input type="checkbox"/> SCES staff	
<b>INSPECTION ISSUES</b>	
Date of Inspection: _____	
Inspection completed by: _____	
Issues found: _____	