Facilities Management & Construction Procedure

Last updated – May, 2022

PURPOSE:
In order to comply with Commonwealth requirements and University policies and in

organization seeking to use tents, stages and/or amusements (inflatables, rides, etc.) to submit a permit request. Requests will be evaluated to determine whether a commonwealth permit is required, suitability of item for the intended area and/or levels and type of support necessary to ensure the success of the event.

PROCEDURE:

Requesting department must take the following actions/provide the following information:

1) Reserve space on campus through Leadership & Student Involvement (LSI) for Kaufman Mall or Facility & Event Operations, Recreation & Wellness, all other outdoor locations.
2) Submit a request/work order, via the work order system (FM:Systems https://odu.edu/life/buildings/md) at least FOUR to six weeks in advance failure to comply with this notice requirement may result in no permit and therefore no tent
3) On the work order attach the following information summarized on a Tent, Stage, Amusement Permitting Requirements Checklist :
   a) Contact and contact information responsible party who will be on site the day of the event and can answer questions about the permit request
   b) ODU Staff (employee) Sponsor & Contact info For student run event, provide name and contact information for ODU staff person (typically from LSI or Student Rec Center) who can be contacted for information on this event.
   c) Budget code (Permits cost $150 per tent, per use. Seasonal permits (football season, for example) are the same price, but no changes/substitutions can be made

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3) Amusement Permitting Requirements
   a) Contacerm0.00000912 0 612 792/2 Tf1 0 0 1 126.05 509.65 Tm0 G[(Cont)7(a)7(ce)7(rm)-1(0.006b9.

o) Maximum Occupants maximum number of riders on device at one time
p) Device Manual Manuals include operator and safety information
q) By law, padded mats are required at all inflatable entrances/exits, must be noted in contract with vendor
r) What is d sandbags, stakes, water barrels (water barrels only on hard surfaces)
s)
t) Generator power source for device. If owner provided, will ground rods be required (which would require marking for utilities)
u) Device Installed by should be installe
v) Certificate of Insurance (COI) form REVISED (see attachments D & E)
    i) Minimums
        (1) General Liability - $1,000,000
        (2) Automobile Liability - $1,000,000
        (3) - $500,000, $500,000, $500,000
        (4) Umbrella Liability ONLY in the case of larger, motorized items, such as

Facilities Management & Construction is responsible for:

1. Processing permit request
2. Determining if utility marking is required and, if so, arranging for that marking (see Utility Marking for Excavations http://www.odu.edu/facilitiesmgmt/utility-marking
3. Notifying requesting department when a permit has been approved
4. Acquiring a DHCD certified inspector, when necessary

https://dgs.virginia.gov/engineering-and-buildings/project-

Stage permit requests must be submitted to ODU Facilities Management & Construction (FMC) *at least 4-*

Amusement device / inflatables permit requests must be submitted *least 4-6 weeks in advance*. Failure to submit on time will result in no permit, meaning no amusement device or inflatable allowed at your event. Complete this form and upload it to the online FMC Event Request Form, along with all other required attachments.

Uploaded to online form:

Site Layout

A scanned layout or drawing showing where the device is to be located on campus along with any nearby tents, devices or structures. Site layout to include distances to permanent buildings or structures to the North/South/East/West.

Pre-Inspection Certification

Note: If inflatables were previously inspected by a Virginia DHCD Amusement Certified inspector (within 6 months of event date) ΰKŜyˇΰKŜ ŘŜØΛÔŜ Yˇlˑè ōŜ Ŏ2ŷãΛŘŜℕŜŘ άLJℕŜ-ʎyãLJŜÕΰŜŘɛ lˑyŘ ΰKŜ 2ŷ-site inspection can be waived IF vendor provides a valid certification statement of inspection. If no pre-inspection certification can be provided, then the device must be inspected on-site the day of the event. This applies to inflatables only ς all other devices must be inspected on site. See notes (p. 3-4) for details.

Device Manual(s)

Scanned copy of device manual provided by the vendor. A manual must be provided for each device.

Directly emailed to risk@odu.edu:

Certificate of Insurance

! ăÔlˑyýŜŘ Ŏ2LJè 2Ŧ ΰKŜ ØŜyŘ2ℕΩă /Ŝℕΰʎ∓ʎÔlˑΰŜ 2Ŧ Lyãdzℕlˑyŏ Ŝ ó / hLú ∓ℕ2Yˇ ădzLJLJfΛŜℕ óLJℕ22Ŧ 2Ŧ fΛlˑōʎfΛΰêè insurance of an amount not less than:

- General Liability - $1,000,000
- Automobile Liability - $1,000,000
- ² 2ℕ⌈Ŝℕă /2YˇLJk9YˇLJf2èŜℕΩă fΛlˑōʎfΛΰêè - $500,000, $500,000, $500,000
- Umbrella Liability ς ONLY in the case of larger, motorized items, such as a Ferris Wheel or a merry-go-round - $3,000,000 - $5,000,000 ($5M preferred)

COI Endorsement Form

The endorsement form should be filled out as:

- Name field: Old Dominion University and the Commonwealth of Virginia
- Location field: ODU and the Commonwealth of Virginia, Rollins Hall, 5215 Hampton Blvd, Norfolk, VA 23508

NEW REQUIREMENT: *directly* risk@odu.edu

When saving attachments:

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The following devices do not need DEB permits but still require Attachment C to be completed & submitted:

- Inflatable Twister/Giant Twister
- Human Foosball (if just side walls/game played on grass)
- Sumo Wrestling ς with pads on ground, not inflatable
- Bull Riding
- Dunk Tank

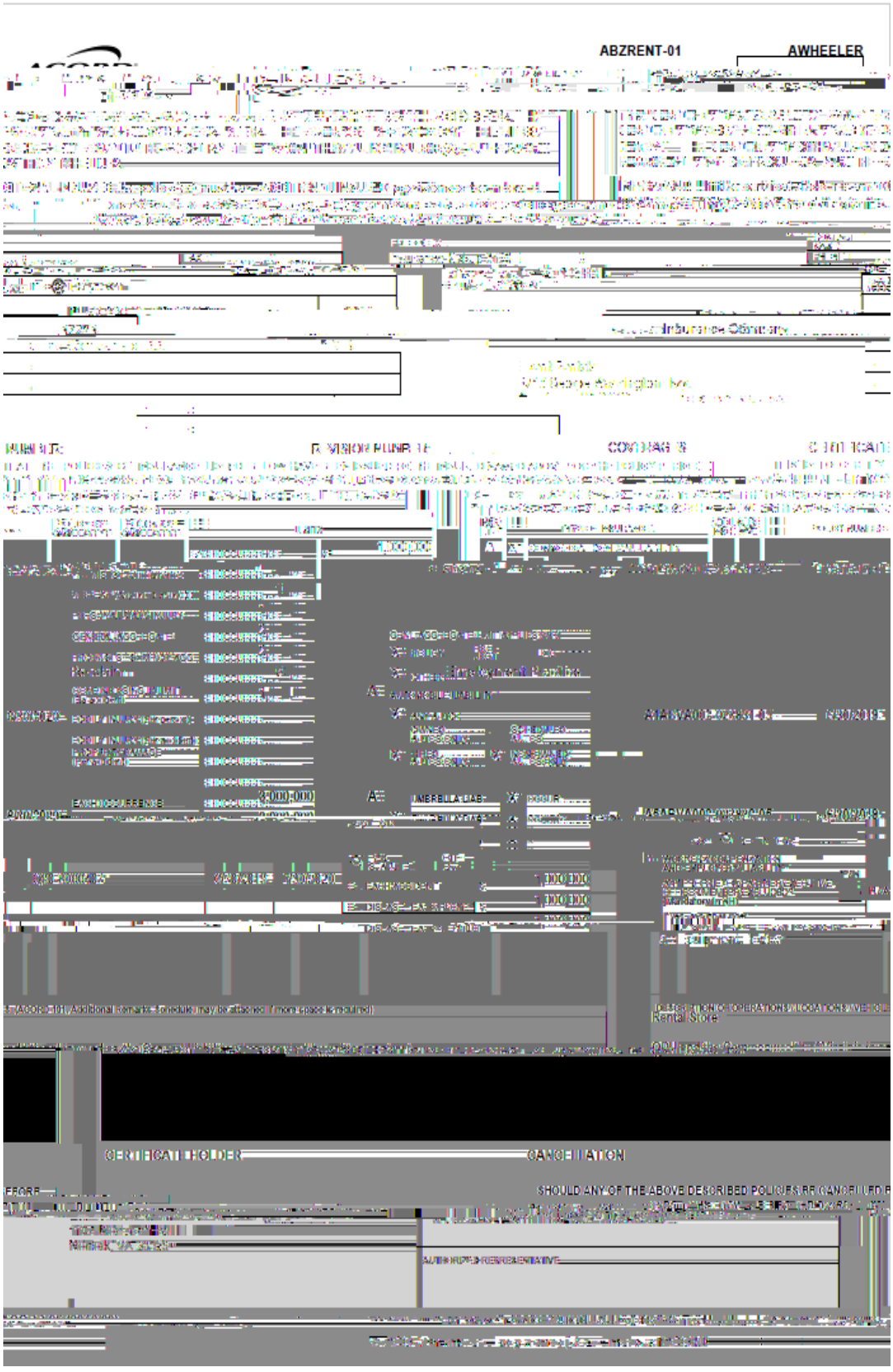
It is necessary to stake each inflatable at every point where an attachment point or ring is placed by the manufacture of the inflatable.
Stakes shall not be driven within 5 feet of a utility marking. The campus has a variety of fiber, gas, electrical, irrigation, and other underground utilities that Y´dzăű ōŜ LJNƩűŜŎűŜŘ¢ Lű ƛă űKŜ NƩŜIjdzŜăű2NQă NƩŜăLJonsibility to inform the vendor this this requirement. Requestor is financially responsible for any issues resulting from non-compliance of this policy. Please see FMC Event Utility Marking for more information.
Anything connected to a large generator (Festival Wheel/Ferris Wheel) requires utility marking if grounding rods are used.

Device shall be installed, maintained, and operated in accordance with the Y´I·yƍzŦI·ŎűdzNƩŜNQă ƛyãúNdzŎűƛ2yã I·yŘ ƛyŘdzăúNƩè ăűI·yŘI·NƩŘă¢
If an accident involving the serious injury or death of a patron occurs, the operation of the device shall cease immediately, and FMC, the Division of Engineering & Buildings, and the Department of Housing & Community Development shall be notified within 24 hours.

Delivery vehicles are limited to hard surfaces (NOT lawns)
On Kaufman Mall, vehicles must NOT drive on or over University Seal
When backing vehicles, vendor must have a guide, to prevent injuries to pedestrians or damages to property.
Padded mats MUST be provided, by the vendor, for each inflatable device and ǿƛft ōŜ LJ2ăƛűƛ2yŜŘ I·ű ŜI·ŎK ƛyŦfI·úI·ōfŜăΩ ŜyűNƩI·yŎŜkŜÈƛű¢ LyŦfI·úI·ōfŜă ăKI·ff yŻű ōŜ operated without them.
If there is a generator present to provide power to a device, the vendor must be informed of a requirement for a fire extinguisher (5 ς 10 lbs., ABC type) must be LJNƩŜăŜyű I·yŘ fƨŎI·űŜŘ ƛY´I· Ŏ2yãLJƛŎdz2dză fƨŎI·űƛ2yΣ ǿƛűKƛY´oлΩ 2Ŧ űKŜ ΞŜyŜNƩI·ű2NQ¢

If inspections are taking place the day of the event, allow for a ½ hour per device ς devices may not be used prior to inspection so plan set-up times accordingly

Permits cost about $100 ς per device, per use. Seasonal permits (football season, for example) are the same price, but no changes/substitutions can be made to the device, layouts or anything that would invalidate any of the information below that was previously submitted/approved. ii)
An inspection charge MAY apply, if a pre-inspectio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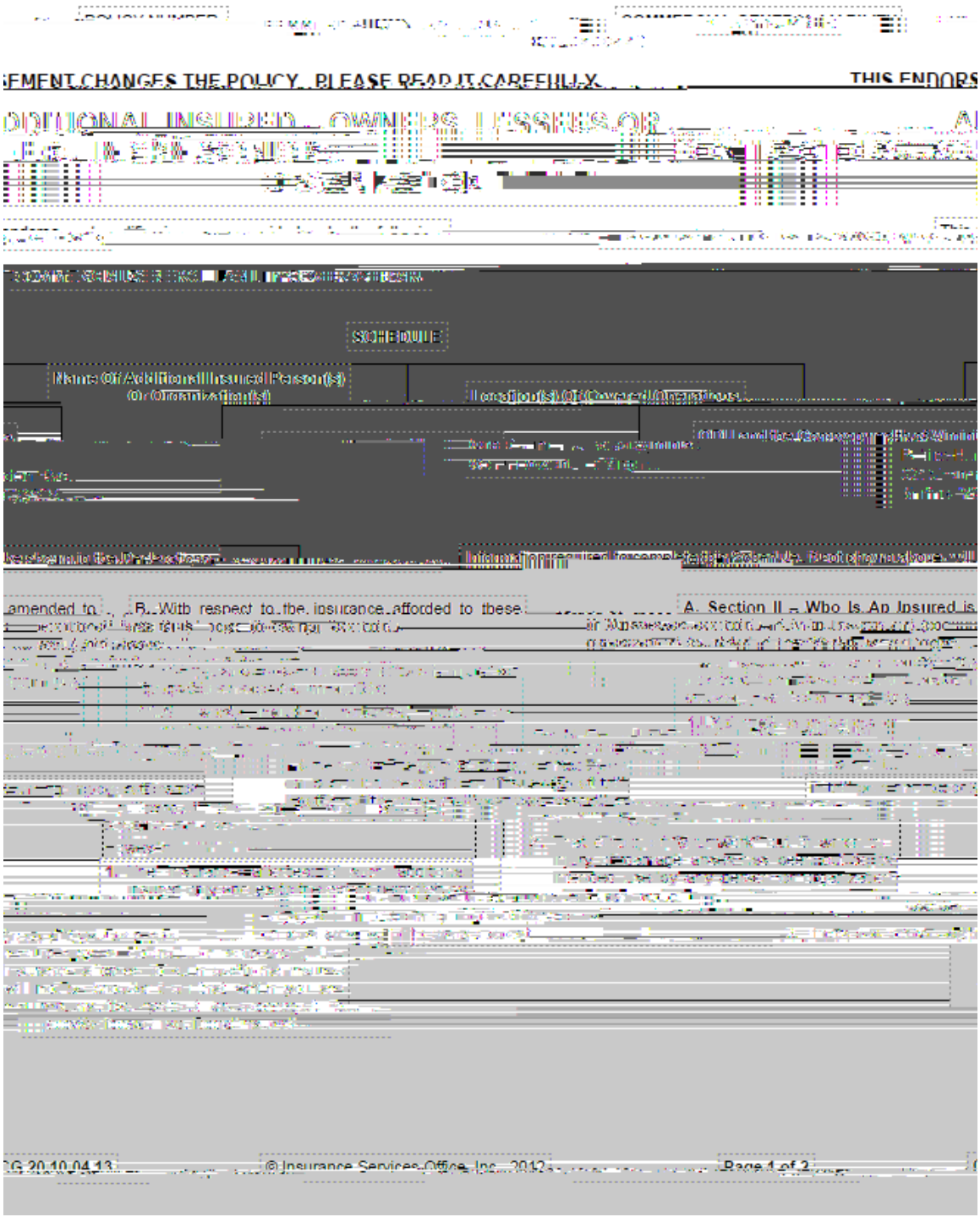
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A. Section II – Who Is An Insured is
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Page 1 of 2

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(Rev. 03/12)

CO-17TMP

Commonwealth of Virginia
Department of General Services
Building Permit Attachment for Amusement Device

	Code	Description
Agency:	221	Old Dominion University
Project:	TBD	2013 ODU Non-Capital Projects
Sub-Project:	TBD	Student Activity Hour Event

Event Name: Student Activity Hour Event

Event Dates: 10/3/2013

Device Name: Laser Tag, Extreme Air, Gyroscope, Turbo Slide

Serial Number of this Device:

General Description of this Device:
(Check one)

	Gravity Ride
	Concession Go-Karts
	Inflatable Amusement Device
	Artificial Climbing Wall
	Bumper Boats
	Bungee Jumping
X	Other (describe below):

Inflatable Indoor laser tag, bounce device, gimbaled device, slide

Amusement Device Inspect2.775eW* nBT/F

Prior to using the device, submit a certificate of inspection by an inspector certified as an amusement device inspector from the Virginia Board of Housing and Community Development . A copy of the certificate of inspection shall be affixed to the device.

Important!

Device shall be installed, maintained and operated in accordance with manufacturer's instructions.

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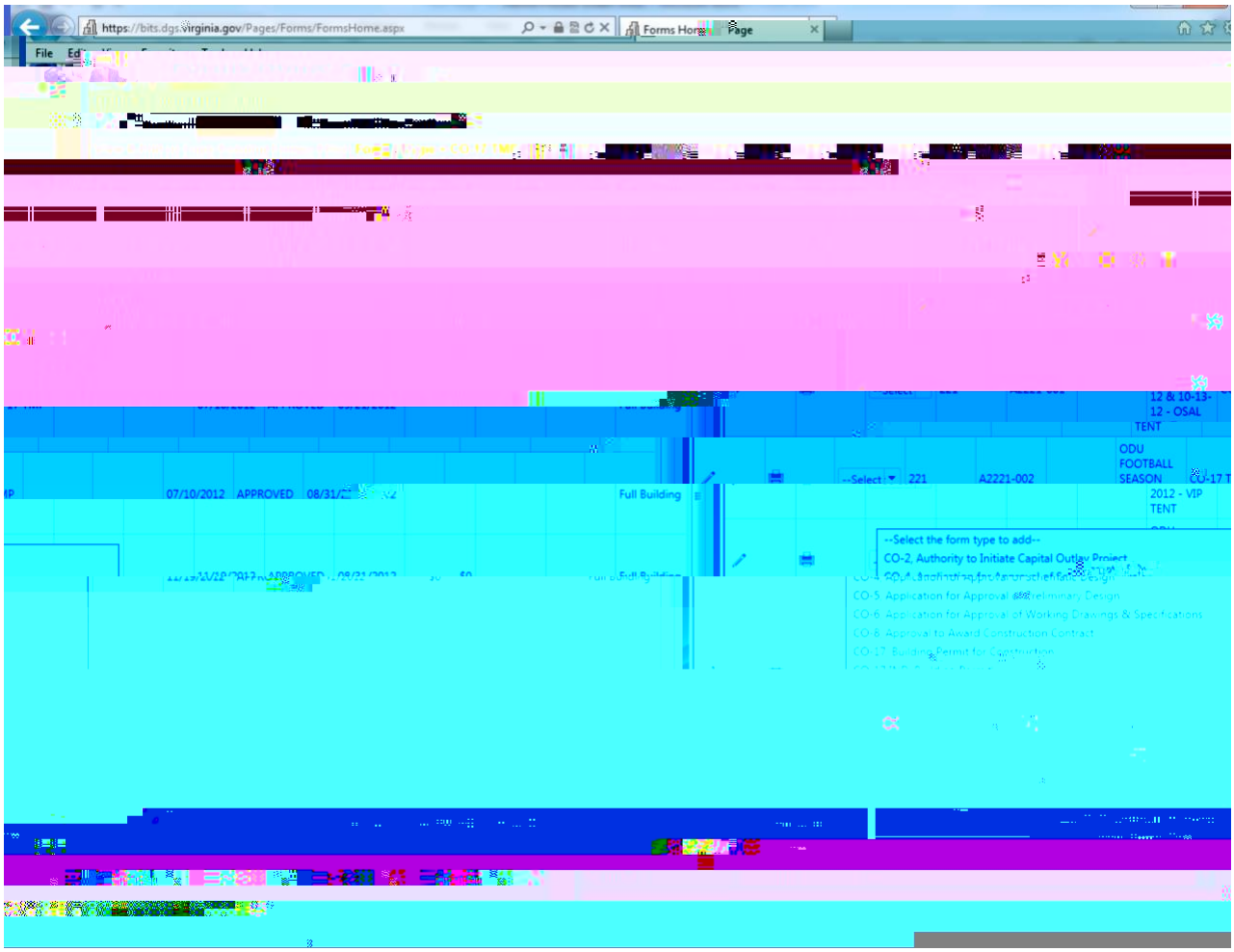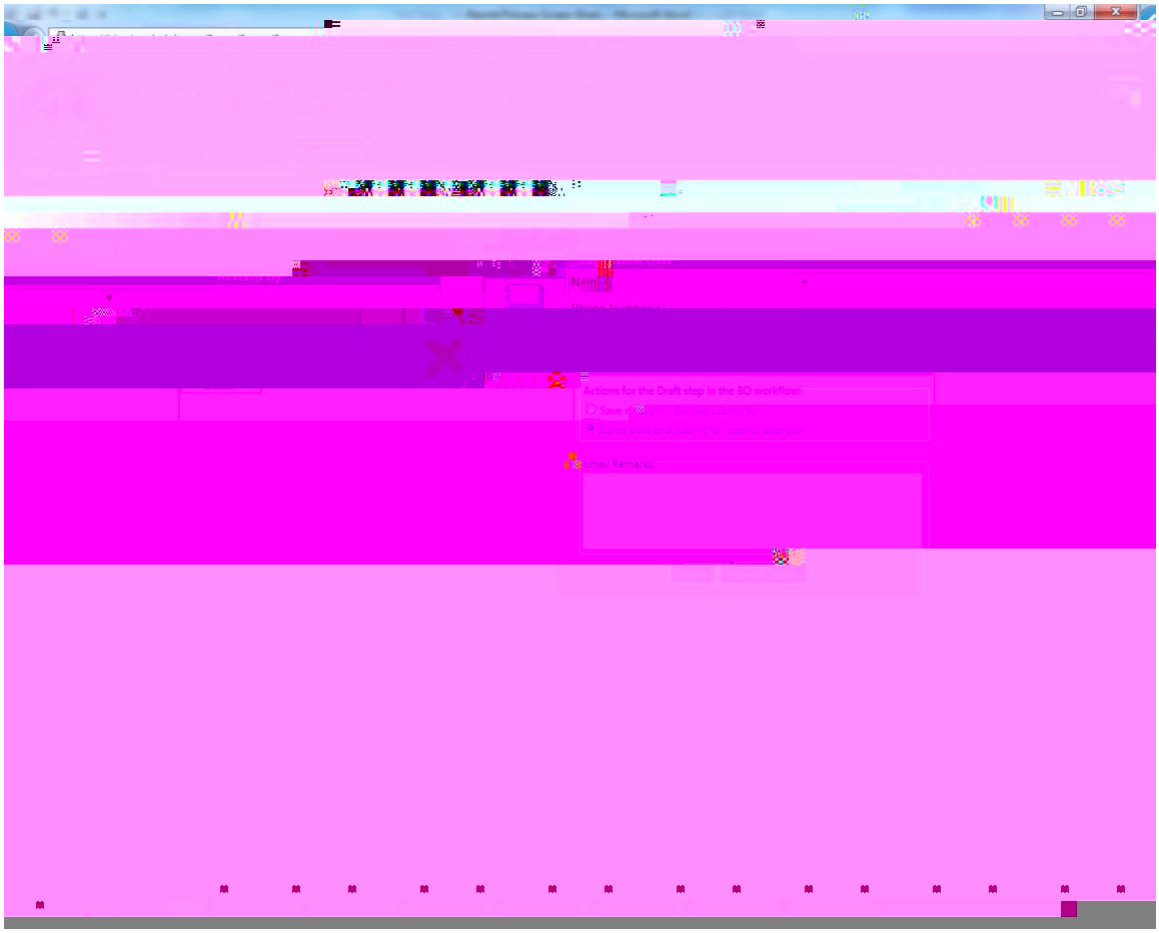
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2012 - VIP TENT
--Select the form type to add--
CO-2, Authority to Initiate Capital Outlay Project
CO-5 Application for Approval of Preliminary Design
CO-6 Application for Approval of Working Drawings & Specifications
CO-8 Approval to Award Construction Contract
CO-17 Building Permit for Construction