

3.017

TENT

The University tent may be used off-campus by outside groups and organizations on a space available and pay-as-you-go basis. Approval for usage is granted by the Office of Auxiliary Services. A set-up fee will be charged. For profit making enterprises, a rental fee will be charged, the set up fee will be at overtime rates, and taxes will be added to the rate since such use will be subject to Unrelated Business Income Tax. For non-profit enterprises set up rates will be reflective of overtime with no tax or rental fee. All rates are determined by the Department of Auxiliary Services through its normal rate setting processes.

All external entities desiring to use the tent must provide the University with an insurance rider carrying the State of Maryland, the Board of Regents of the University of Maryland System, and Frostburg State University as "additional insured" with a liability coverage of at least \$1,000,000 combined single limit.

When deemed to be in the best interests of the University, exceptions to this policy may be granted by the President or designee.

(Internal)