



UNH Durham Facilities Organization

The UNH Facilities Organization can provide support for your event in several ways listed below, on a ***first come, first served basis***:

1. Deliver event supplies that we have in inventory (see lists below). This is delivery only, not set up.
2. Provide Electrical supply/connection for inside or outside events.
3. Provide access to a hose to use for outside events.
4. Setup of perimeter fencing for events that serve alcohol.
5. Provide a temporary event dumpster when needed (this is in addition to trash cans).
6. Propane Grill connection by licensed Gasfitter.

HOW TO SUBMIT YOUR REQUEST:

- 1) **FIRST, make your space reservation** (indoors or outdoors) through either the UNH Event Services Portal (EMS), UNH Events & Conferences, UNH Catalyst (for students, formerly Wildcat Link), with the department that owns the space, or directly with the UNH Police Department (non-student outdoor events).

AFTER your event has been approved by the corresponding group above...

- 2) **EMAIL** your Facilities request to facilities.control.center@unh.edu with the following details **AS SOON AS POSSIBLE**:
 - Name and Date of event, including a start time and end time for the event.
 - Exact location of event (if exterior, please include map).
 - Information for primary contact person, including cell phone number.
 - Exact list of supplies needed from our supply list (listed below)
 - If requesting electrical connection, include a detailed description of where the connection should be (include a map) and the purpose of the electrical connection.
 - If requesting plumbing connection, include a detailed description of where the connection should be (include a map) and the purpose of the water connection.
 - Date/Time for completion of delivery, pick up, or set up.

TENTS

Important information about tents larger than 400sf on Campus

UNH Facilities does not own large event tents, nor do we coordinate tent rentals for campus events. If your outdoor event is approved and you have rented a tent (400sf or larger) from one of the area tent contractors, then you should proceed with the following:

1. Email Facilities with your event name/date/location and request a “Work Order Number” and “Contractor Form” to provide to your tent contractor. **Your tent Contractor needs this in order to submit a building permit application to the State Fire Marshalls Office.** This is usually time sensitive and should be requested as soon as you know the event is going forward.
2. If your rental tent needs to be staked into the ground you will need to follow UNH Dig Safe protocols, including pre-marking the site and submitting a UNH Dig Safe form, no later than **1 week** before the event.

3. Your tent will require a fire extinguisher per NH State Fire Marshall. If your tent rental company cannot supply one, please email Facilities to see if we have one available to borrow. You are responsible to replace this if it goes missing or is discharged.
4. If your tent is being set up with sides on the tent, exit signs are required by the NH State Fire Marshall. Temporary exit signs can be provided by Facilities. You may email Facilities to request some.

UNH DIG SAFE PROCEDURE

1. Ground penetration sites must be pre-marked with white spray paint before submitting UNH Dig Safe form. You may email Facilities to have a member of our Grounds Dept., work with you to mark out the site.
2. Once your marks are on the ground, please submit a UNH Dig Safe form which can be found near the bottom of this webpage: <https://www.unh.edu/facilities/resources/contractors-consultants> (Dig Safe Request Form). Please include a map showing the location. For any questions related to this, please contact Dig.Safe@unh.edu.

Contact Info

Facilities
 6 Leavitt Lane
 Durham NH 03824
Facilities.control.center@unh.edu
 603-862-1437

Event Supply Lists

Standard Supply List

- 6 ‘ plastic rectangular tables (usually seats 8)
- 60” round plastic tables (usually seat 6-8 people)
- 30” round high top Cocktail tables
- Blue plastic folding chairs (not padded)
- Trash Cans/Recycle Cans with liners (customer empties cans at end of event in local dumpsters)

Specialized Supply List (very limited supply)

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|--|-------------------------------|
| • Black captain chairs | • Coat Rack |
| • Podium | • 10’x10’ Pop-up tent |
| • NH flag, USA Flag, UNH flag on pole w/base | • Tensile Barrier with ribbon |
| • Pipe/Drape | |