

**Policy 1125
Tent Use**

Date of Current Revision: August 2024

Primary Responsible Officer: Vice President for Administration and Finance

1. PURPOSE

This policy outlines the general prohibition of camping and camping tents on campus.

2. AUTHORITY

The Board of Visitors has been authorized by the Commonwealth of Virginia to govern James Madison University. See Code of Virginia § 23.1-1600; § 23.1-1301. The board has delegated the authority to manage the university to the president.

3. DEFINITIONS

Camping

The act of using any part of the campus for living accommodation purposes, such as the establishment of temporary or permanent living quarters, sleeping outdoors overnight, making preparations for overnight sleeping (including the laying down of bedding), storing personal belongings, using any tent, shelter, or similar structure regardless of size for sleeping, sleeping in, on or under parked vehicles, or setting up temporary or permanent sleeping areas outdoors or in structures not designated for human occupancy. Camping does not include the use of university real property that has been wholly or partially designated as sleeping areas, a tailgating activity in conjunction with a university event (in accordance with university tailgating policies) or the use of temporary hammocks or blankets used in recreation or studying activities outside during non-overnight hours.

Camping Tent

Any collapsible tent or structure, typically having as its basic components a flexible material supported by a framework, designed, intended, or used as a temporary shelter while camping or on recreational outdoor outings. Camping tents may include tents known as “pup tents,” “dome tents,” “cabin tents,” “hiker tents,” and “backpacking tents.” A camping tent does not include a tent or structure with all sides entirely open and where there is an unobstructed view into such tent from the outside at all angles.

Event Tent

A tent of not less than 400 square feet or a tent that requires professional installation and removal.

University-Sponsored Event

An event or meeting is university-sponsored if a budgeted office, department, or division of the university is responsible for organizing the event, inviting attendees, and paying expenses related to the event, except that such an event is considered to be university-sponsored even if an outside entity pays for the food and beverages at the event.

4. APPLICABILITY

This policy applies to all individuals or groups, regardless of university affiliation, who use a camping tent or any item to create a shelter, temporary or permanent, on university owned or controlled property, unless otherwise exempted from this policy.

5. POLICY

- 5.1 Camping on university-owned or operated properties is prohibited unless otherwise exempted by this policy.
- 5.2 Unauthorized camping tents will be subject to immediate removal. Those erecting unauthorized camping tents will be responsible to reimburse the university for expenses incurred in removing camping tents, cleaning facilities, or repairing damaged property.
- 5.3 Structures permitted by this policy must be removed by the end of the day, unless facilities management has given advance approval for a large event tent (e.g. "wedding" tents) to be left up overnight
- 5.4 Event tents must comply with all other university policies and must be approved by facilities management. Event tents may not be occupied or used during the hours of 12 a.m. and 6 a.m.

6. PROCEDURES

- 6.1 Event tents and tents larger than 10 feet by 10 feet
 - a. To use an event tent or tent larger than 10' by 10', follow the permitting process outlined by [Facilities Management](#).
 - b. Users of event tents must retain documentation of approval by Facilities Management and be prepared to provide it upon request.

7. RESPONSIBILITIES

Facilities Management personnel will determine compliance with permitting procedures for event tents and tents larger than 10' by 10'.

Visitors to university owned or controlled property are responsible for compliance with this policy while on university owned or controlled property.

All departments, offices and employees that generate, receive, or maintain public records under the terms of this policy are also responsible for compliance with Policy [1109](#) (Records Management).

8. SANCTIONS

Sanctions for violation of this policy will be commensurate with the severity and/or frequency of the offense. Sanctions may also include termination of employment, dismissal of a student, removal of affiliate or volunteer status, and/or banning an individual from university property.

Students will also face administrative actions from the university through the Office of Student Accountability and Restorative Practices (OSARP).

9. EXCLUSIONS

University-sponsored events are exempted from this policy.

10. INTERPRETATION

The authority to interpret this policy rests with the president and is generally delegated to the Vice President for Administration and Finance.

Previous version: n/a

Approved by the president: