



Tenting & Outdoor Event Guide

Tents, Staging, Fencing and Barricades

Harvard has specific site and regulatory requirements for tent, staging, fencing, and barricade installations. Many of these regulations are mandated by local municipalities (City of Cambridge, City of Boston) and the State of Massachusetts (Department of Conservation and Recreation). Some requirements can vary based on the specific site, duration of use, and installation methods. These requirements include, but are not limited to the following:

- Dig safe (for any digging, staking, or ground penetration): 1-888-DIGSAFE
- Building permit
- Electrical permit (for temporary wiring and power)
- Tent lighting
- Tent Exit signs
- Police detail

Please contact the Events Office at 617-496-2200 to arrange for a site visit with FMO and other appropriate University Facilities and Operations staff to review your event scope, specific site(s), event feasibility, and other logistics.

Electrical Power Needs for Special Events

Please let us know if your event will require electrical power by completing the attached form(s). While the existing electrical power configuration at your selected site may be sufficient, in some cases temporary electrical power may need to be installed, and an electrical permit may be required. For example, you may need these additional services for your event if you have:

- Catering
- Entertainment providers (DJs, bands, inflatable rides, etc.)
- Audio visual production
- Special lighting
- Tent lighting
- Temporary heating or cooling

Also, depending on your specific needs, it may be either advisable or required to have a licensed electrician staff your event.



HARVARD

Events Management

Facilities Maintenance Operations (FMO) can develop cost estimates based on specific site and event requirements.

Other Services

FMO can provide other services as required, including, but not limited to:

- Trash/recycling/compost service
- Temporary water service installation
- Equipment (tables, chairs, fencing, etc.) setup and breakdown

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