

Using Tents on Campus

Policy Statement

For regulatory and safety reasons; all AUC community members, departments or offices wishing to have a tent/canopy (regardless of size) erected on AUC property or premises, must secure the approval of the relevant department/office and the Safety and Security Office before bringing the tent/canopy or any other related outdoor equipment/furniture e.g. grills, chairs, bean bags, sleeping bags, blankets, microphones, blow horn etc., for any event, gathering or party.

Reason for Policy/Purpose

This policy aims to prevent safety and security hazards associated with using outdoor equipment and furniture on campus and to provide an appropriate educational environment on campus.

Also, It ensures the respect of the university policy of staying overnight on campus included in the campus access policy.

Who Approved This Policy

Mr. Brian MacDougall, Executive Vice President for Administration and Finance
Gen. Mohamed Ebeid, Executive Director for Safety and Security

Who Needs to Know This Policy

AUC community

Web Address for this Policy

[University Policies](#)

Contacts

Responsible University Official: Executive Director for Safety and Security

Responsible University Office: Safety and Security Office

If you have any questions on the policy or procedure for using tents on campus policy, you may:

1. Call New Cairo campus Security Office at 2615-4444 or Tahrir Square campus Security Office at 2615-6666
2. Send an e-mail to aucsecurity@ucegypt.edu

Definitions

Term (alphabetical order)	Definition as it relates to this policy
Canopy	A canopy is an overhead roof or else a structure over which a fabric or metal covering is attached, able to provide shade or shelter from weather conditions
Tent	A portable shelter made of cloth, supported by one or more poles and stretched tight by cords or loops attached to pegs driven into the ground.
Outdoor equipment/furniture	<ul style="list-style-type: none"> - Any equipment or furniture used for sleeping, cooking, warming etc. to facilitate the outdoor residence on campus - Any equipment that would cause disturbance and affects the educational process.
University community	Students, faculty and staff

Policy/Procedures

- Ensuring a formal/written approval from your Department Chair/Office Director and forward it to the security access control 48 hours before the event.
- In your e-mail, please provide the following information:
 - The department/office name
 - The event description
 - The proposed location
 - The duration of the event
 - The key person(s) name(s) and contact info
- Send the event permit form, after being filled, to the Environmental Health and Safety Unit, please use this link:
https://documents.aucegypt.edu/docs/offices_envi/Event%20Permit.pdf
- Access Control unit contact:
 Hoda El Morly Ext: 3893 e-mail: h.elmorly@aucegypt.edu
 Br. Ahmed Ismail Ext: 4194 e-mail: ahmed.abdelkhalek@aucegypt.edu
- Environmental Health and Safety contact:
 Eng. Mohamed Madkour: Ext: 4173 e-mail: mmadkour@aucegypt.edu
 Nevine Hany: Ext: 2455 e-mail: nhany@aucegypt.edu

Related Information

[Campus Access Policy](#)

History/Revision Dates

Origination Date: August 14, 2017

Last Amended Date:

Next Review Date: August 10, 2018