

Temporary Structure Policy for Sports Events

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Organization Name]

Subject: Temporary Structure Policy for Upcoming Sports Events

Dear [Recipient Name],

We are writing to inform you about our Temporary Structure Policy for the upcoming sports events scheduled to take place at [Insert Venue Name] on [Insert Event Dates]. As part of our commitment to safety and compliance, we require all event organizers and stakeholders to adhere to the following guidelines:

1. Approval Process

All temporary structures must be submitted for approval [Insert Time Frame] prior to the event. This includes tents, stages, concession stands, and other related setups.

2. Safety Regulations

Structures must meet local safety regulations and standards. A certified professional must oversee the installation and removal of all temporary structures.

3. Insurance Requirements

Event organizers must present proof of insurance coverage that includes liability for temporary structures.

4. Emergency Access

All temporary structures must allow for clear access to emergency services at all times. Proper evacuation routes must be planned and communicated.

5. Compliance Checks

Our team will conduct inspections [Insert Frequency of Inspections] to ensure compliance with this policy. Non-compliance may result in removal of the structure and/or penalties.

Thank you for your cooperation in ensuring a safe and successful event. If you have any questions regarding this policy or need further clarification, please feel free to contact us at [Insert Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]