

Quick Guide to Event Rules

The following rules, procedures, and laws have been summarized for quick reference. Complete descriptions and requirements of some rules may be found on the web sites provided below. Please review all links that apply to your event!

Questions about these rules should be directed to the department or entity of origin.

<u>Rule</u>	<u>Description</u>	<u>Origin</u>	<u>Web Link</u>
7 Day Rule	Service providers may not be able to provide support services for requests received less than 7 days before an event.	Facilities Services, Dining Services, Media Services, Public Safety	http://www.middlebury.edu/offices/business/scheduling/EventFAQ
Academic Scheduling Restrictions	Events requiring a classroom/academic space cannot not be scheduled until the course schedule for that semester is complete.	Registrar's Office	http://www.middlebury.edu/offices/business/scheduling/scheduling_policies
Alcohol Policies	Use of alcohol on campus is strictly regulated by Vermont state law. The College also has Party Regulations on alcohol at student parties.	College Handbook and Dean of Students Office (Residential Life), per Vermont state law.	https://www.middlebury.edu/office/dining-services/catering/alcohol-policies
Bonfires / Burn Permit Policy	Outdoor burning requires both a permit from the Town and permission from the College.	Environmental Health & Safety Office, and the Town of Middlebury	http://www.middlebury.edu/offices/health/ehs/policies/burnpermit
Catering Restrictions	Only non-college caterers approved by Dining Services may provide food on campus. The Controller's Office will not reimburse payments to caterers that are not on the approved list.	Dining Services and Controller's Office	https://www.middlebury.edu/office/dining-services/catering/non-college-catering-options
Catering License	Caterers or food prepared off campus may not be brought into any facility or dining hall with a catering license without special permission. Dining Services also maintains right of first refusal to serve in these areas.	Dining Services, per VT state law	https://www.middlebury.edu/office/dining-services/catering
Contract Management Policies	There are contractual requirements for anyone providing a service on campus, including performers & lecturers.	Controller's Office	http://www.middlebury.edu/offices/administration/vpfin/finance-office/controller/payment/ic

Quick Guide to Event Rules

<u>Rule</u>	<u>Description</u>	<u>Origin</u>	<u>Web Link</u>
Course Relocations	Contact Course Scheduling to request course relocations. As of 2020, activities <i>related</i> to a course (film screenings, meetings, an extra discussion session, a lecture for class, etc.) are scheduled by Event Management. Please submit requests for activities via your department coordinator.	Registrar's Office & Event Management	http://www.middlebury.edu/academics/resources/scheduling/Guideline
Crowd Control	All assembly occupancy greater than 50 people, shall be provided with a <u>minimum</u> of one trained crowd manager or crowd manager supervisor.	Environmental Health & Safety Office, per State of Vermont Life Safety Code	http://www.middlebury.edu/offices/health/ehs/policies/Crowdmanager
Demonstrations Regulations	Demonstrations or protests must be organized in consultation with Event Management and Public Safety. With the V.P. of Student Affairs, Event Management and Public Safety will identify an appropriate time, location, and manner in which the demonstration may occur, in accordance with Middlebury Handbook regulations. Please review the Handbook regulations before submitting an Event Scheduling Request. See also, Handbook Policy on Open Expression.	Middlebury Handbook	http://www.middlebury.edu/about/handbook/policies-for-all/health-safety/demonstrations-protests
Dining Facilities, use of for events	Use of any dining facility licensed to serve alcohol, even though the event does not call for food or alcohol service, requires a dining staff member to be present to manage the facility, to comply with the license. This represents added labor expense for the event.	Dining Services, per VT state law	
Exam Periods	Other than student org sponsored "stress-breaker" activities after 10 p.m., "no activities, athletic events (games or practices), course registration, additional or makeup classes will be scheduled for this period of time."	Middlebury Handbook	http://www.middlebury.edu/about/handbook/ug-college-policies/ug-policies/academics/calendar
Facilities Use Release	A "hold harmless agreement" is required for non-college event hosts, and college-affiliated individuals hosting personal events.	Business Services/Risk Management Office	http://www.middlebury.edu/offices/administration/vpfin/finance-office/bsnsvcs/insurance

Quick Guide to Event Rules

Rule	Description	Origin	Web Link
Fireworks Displays	Fireworks displays must be managed by a professional company (responsible for town permitting and adhering to state laws). There are two approved locations on campus: behind the athletics complex & west of BiHall. There must a barrier to keep spectators a safe distance from the launch area.	Public Safety & Facilities Services	
Fitness Activities, Non-Curricular	Instructors of these activities are considered “vendors” or “contractors” subject to College contractual and insurance requirements.	Business Services/Risk Management and Controller's Offices	http://www.middlebury.edu/offices/administration/vpfin/finance-office/bsnsvcs/contracting
Fixed Seating Venue Capacity	Generally, no additional seating is permitted on the floor of fixed seating venues (example: panel discussions). The capacity of an area having fixed seats is determined by the number of fixed seats installed.	Environmental Health & Safety Office, per State of Vermont Life Safety Code	
Insurance Requirements	Hosts of personal or non-College events on campus, and contractors providing service on campus must provide a certificate(s) of insurance, including no less than \$1 million general liability.	Business Services/Risk Management Office	http://www.middlebury.edu/offices/administration/vpfin/finance-office/bsnsvcs/insurance
Kirk Kitchen Use Policy & Fees	Middlebury Catering manages the use of the kitchen facilities at Kirk Alumni Center. Event Management advises customers to contact the Catering Office to arrange for use the kitchen. Catering bills these fees directly to the customer.	Middlebury Catering Office	https://www.middlebury.edu/office/dining-services/catering/kirk-kitchen
Language Schools summer session	"Language Schools scheduling needs have priority during the summer months." All dormitories and some academic spaces are reserved for exclusive use of the school to which they have been assigned for that session. In observance of the Language Pledge, those spaces are not available for other/general use.	Middlebury Handbook / Language Schools	http://www.middlebury.edu/offices/business/scheduling/scheduling_policies

Quick Guide to Event Rules

Rule	Description	Origin	Web Link
Minors (events or uses of facilities that include)	Certificates of insurance (COI) are required, and must not exclude coverage for claims arising out of sexual molestation allegations. Coverage must be confirmed within the description section of the COI. ---An activities release form, signed by a parent, must be completed for all minors participating in Middlebury programs.	Business Services/Risk Management Office	http://www.middlebury.edu/offices/administration/vpfin/finance-office/bsnsvcs/insurance
Noise Ordinance	"...to prohibit and/or appropriately regulate a person or persons from making or continuing any excessive, unnecessary, or unreasonably loud noise or disturbance." Particularly between the hours of 10 pm - 7 am, Sunday through Thursday, and between 1-7 am on Friday, Saturday and special holidays.	Town of Middlebury	http://www.townofmiddlebury.org/living_and_working_in_middlebury/public_documents/ordinances/index.php
Non-Profit Status	Generally, for-profit organizations or groups may not schedule events in the College's facilities and grounds.	Business Services/Risk Management Office, per IRS Code	http://www.middlebury.edu/offices/business/scheduling/scheduling_policies/non_college_events
Open Expression (Policy on)	Campus community members engaging in open expression — and in response to the expression of others — are expected to do so in a way that affirms our three pillars of academic freedom, integrity, and respect. Please review the Conduct Standards included in this Handbook policy.	Middlebury Handbook	http://www.middlebury.edu/about/handbook/policies-for-all/genl-principles/freedom-of-expression
Overnight Visitors	When scheduling a large event that will draw students from another school, the college cannot provide sleeping accommodations in lounges, the athletic complex, or other non-dorm spaces. Vermont law prohibits lodging to occur anywhere there is not life safety equipment installed, inclusive of carbon monoxide detection.	State of Vermont / Student Handbook	http://www.middlebury.edu/offices/business/scheduling/scheduling_policies/student
Political Action	Student Activities funds may not be used for direct political action. Organizations may not raise funds for political campaigns.	Middlebury Handbook	http://www.middlebury.edu/about/handbook/ug-college-policies/ug-policies/res-life-conduct-policies/student-organization-

Quick Guide to Event Rules

<u>Rule</u>	<u>Description</u>	<u>Origin</u>	<u>Web Link</u>
Private Parties	Private parties must be registered with Public Safety & comply with Residential Life guidelines. Due to COVID-19, registered parties are currently not allowed.	Residential Life	
Public Road Use	Permission from the Town is required for using/crossing public roads for things like 5K runs or fund raising walks.	Town of Middlebury	http://www.townofmiddlebury.org/town_departments_services_staff/town_managers_office/public_assemblage_permit.php
Release Forms	Release forms are required for: activities, field trips, physical non-sports activities, and sports activities.	Business Services/Risk Management Office	http://www.middlebury.edu/offices/administration/vpfin/finance-office/bsnsvcs/insurance
Retirement Celebration Guidelines	Eligibility for department sponsored retirement parties is provided in these guidelines. These include expense limits, and reception & gift guidelines. Please visit this HR web site for details.	Human Resources	http://www.middlebury.edu/offices/business/hr/staffandfaculty/benefits/retirement#channel=f3e71221637a168&origin=http%3A%2F%2Fwww.middlebury.edu%3A80
Room Capacities	Room capacities are identified for every classroom and event space. Any deviation of normal use or contents of the room can trigger the need for consultation with the Environmental Health and Safety Coordinator and/or the State Fire Marshal for a variance.	Environmental Health & Safety Office, per State of Vermont Life Safety Code	Capacities are provided in 25Live Pro: https://25live.collegenet.com/pro/middlebury#!/home/dash
Signage Ordinance	The Towns of Middlebury & Ripton have ordinances for the placement of signs on public property.	Town of Middlebury	http://www.townofmiddlebury.org/living_and_working_in_middlebury/public_documents_ordinances/index.php
		Town of Ripton	https://www.riptonvermont.org/contact
Screening Rights	Film screenings often require public performance licensing to comply with U.S. copyright laws.	Middlebury Libraries, per Federal law	https://www.middlebury.edu/library/about/policies/copyright-fair-use

Quick Guide to Event Rules

<u>Rule</u>	<u>Description</u>	<u>Origin</u>	<u>Web Link</u>
Student Orgs, Contracts w/Speakers & Performers	Student organizations may not sign contracts or use their budgets for guest lecturers or performers without first discussing with the Student Activities office - even if no expenses will be incurred. Student Orgs are required to apply to the MCAB Speakers Fund for special funds and assistance.	MCAB / Student Activities Office	https://www.middlebury.edu/college/student-life/student-activities/student-organizations
Student Orgs, Election Do's and Don'ts (for public elections)	The College's non-profit status strictly prohibits us from "directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office." There are, however, many things you can do in conjunction with elections. Consult the Student Organization Handbook.	Student Activities Office, per U.S. Internal Revenue Code	https://www.middlebury.edu/college/student-life/student-activities/student-organizations/student-organization-handbook
Student Orgs, Fundraising Regulations	Student orgs must obtain a permit to raise money for charitable projects, or to defray costs of certain College-approved projects. (Strictly regulated due to the College's non-profit status.)	Student Activities, Middlebury Handbook	http://www.middlebury.edu/about/handbook/ug-college-policies/ug-policies/res-life-conduct-policies/student-organization-policies#fundraising
Tabling	Only recognized student organizations and approved Concessions may set up a table in certain approved locations, for the distribution of petitions, handbills, and literature.	Student Activities Office, Student Org Handbook	https://www.middlebury.edu/college/student-life/student-activities/student-organizations/student-organization-handbook
Volunteers	Departments may sponsor volunteers to supplement the learning environment only after a Volunteer Form has been submitted to and approved by Human Resources. Please allow adequate time for processing: background check, training, and arrangements for any support services. Background checks for non U.S. citizens may require 4-6 weeks depending on country of origin.	Human Resources	http://www.middlebury.edu/offices/business/hr/forms