



Middlebury
College

Department of Event Management
scheduling@middlebury.edu

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Middlebury, VT 05753
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APPLICATION FOR USE OF THE COLLEGE PARK

Date:

EVENT:

Sponsor:

Non-Profit Organization? YES NO

Preferred Event Date:

Event Name:

Preferred Event Start Time:

Preferred Load In Time:

Preferred Event End Time:

Preferred Load Out Time:

Event Description and Purpose:

Anticipated attendance #:

VENDOR DETAILS: Provide details of participating vendors with any additional support considerations:

Crowd and Safety Management will be managed by:

CONTACT/BILLING:

Name:

Phone:

Address1:

Email:

Address2:

Town:

State & Zip:

On-Site Event Contact (attending the event)

Name:

Cell Phone:

DEADLINE:

To ensure the success of your event, the deadline to finalize event details and submit all required documents is two weeks in advance of your event. We regret that we cannot allow the event to occur without first receiving the following documents.

Required Documentation:

- Review the details of the terms of use and return it along with the application and signature of acceptance.
- A completed *Facilities Use Release* is also necessary to guarantee your reservation.
- **A certificate of liability insurance for \$1M is necessary to guarantee your reservation.** The certificate should list the College by its full legal name: “The President and Fellows of Middlebury College,” and the College should be “a named additional insured” for the date and location of your event.

TERMS OF USE FOR THE COLLEGE PARK

Middlebury College intends the College Park as a place for community. The park may be available for special events under the following guidelines:

1. The application shall be filed with Middlebury College Department of Event Management at least 15 days prior to the proposed special event or group activity.
2. The park shall not be used for the purpose of street vending for any for profit venture.
3. The organization must be a not-for-profit as defined by the IRS Code or not-for-profit in spirit.
4. It is not required that a non-College group has a sponsor within the College in order to request use of the park.
5. Generally, not-for-profit groups that are based in Addison County or that provide substantial services to the residents of Addison County, are given priority for the use of available College facilities or grounds, over non-Addison County groups.
6. Groups, organizations or events may not use the park for private or personal gain or profit, or for activities that are not complementary to the mission of the College. The College reserves the right to prohibit or cancel any event, without notice, if it deems the event contrary to the mission of the College.
7. Generally, large personal events (picnics, family reunions, etc.) will not be permitted to schedule exclusive use in an effort to avoid limiting park use for the community.
8. Middlebury College reserves the right to approve, deny or impose conditions to any proposed use of the College Park.

General Terms of Use:

The park shall be open for public use from 7 a.m. until midnight

At no time will a special event prohibit the normal and customary casual use of the park by individuals.

Events cannot be scheduled more than one year in advance.

Normally groups may not schedule events on a regular basis; i.e. no more than two consecutive events; and, for annual events, no more than two consecutive years. It is intended that this practice will allow for a wider range of organizations to be able to use the park over time.

Events must be self-sufficient, providing trash receptacles, power cords, staging, etc. without the support services of the College. One 50-amp power supply is available on site. Power needs cannot exceed 50 amps.

One water hose connection is available on site. Hoses are to be provided by the event organizers. Water is not to be freely flowing on the grounds at any time.

For any contracted services, proof of adequate insurance coverages are required from those contractors as defined by the College's Director of Business Services. At no time is a contractor permitted to perform work on College property for an event unless they have been approved by the College.

Event Signage: Please note that the Town of Middlebury has an ordinance for Placement of Signs on Public Property. If you plan to put up directional signage for your event, please contact the Middlebury Planning and Zoning office at 388-8105 for more information.

Smoking, alcohol, and open flames are prohibited.

Users are responsible for leaving the park in the same condition it was found. In the event of damages beyond normal wear and tear, users are responsible for costs associated with repair. Events must be inclusive for all.

Children under the age of 18 must be supervised at all times.

Any damages or issues must be reported to the Middlebury College Department of Event Management within 24 hours of the event or the event organizers may be held responsible.

No occupier of the park, or any person who has been given lawful permission to use or control the park, shall knowingly permit a violation of the Town of Middlebury Noise Ordinance on such premises:

No person or persons shall make or continue, or cause to be made or continued, any excessive, unnecessary, or unreasonably loud noise or disturbance which disturbs, destroys, or endangers the comfort, quiet, repose, health, peace or safety of others within the immediate vicinity of the park.

Although intended as examples only, and not exclusive of other acts constituting a violation of this Article, the commission of one or more of the following acts, if done in such a manner, shall be deemed a violation:

- a. Electronic sound producing devices. The playing or use of an electronic sound producing device in such manner or with such volume at unreasonable hours. For the purposes of this subsection, the term "electronic sound-producing devices" shall include any radio, phonograph, stereo, television set, amplified musical instrument, loud speaker, tape, cassette or compact disc recorder or any other similar device. On Sunday through Thursday, the hours between 10:00 p.m. and 7:00 a.m. shall be deemed unreasonable whenever any person shall make complaint of the disturbance during such hours. On Friday, Saturday and special holidays (New Year's Eve and Fourth of July) the hours between 1:00 a.m. and 7:00 a.m. shall be deemed unreasonable whenever any person shall make complaint of the disturbance during such hours. The complaint of the disturbance, if or when confirmed by a Town Police Officer, shall also be deemed a violation as well.

- b. Vocal Disturbances. Yelling, shouting, whistling, singing, or making any other loud vocal disturbance which are deemed to be objectionable because of volume, frequency or beat and is not muffled or otherwise controlled.

- c. Devices to attract attention. The use of any drum, musical instrument, loud speaker, amplifier, or other instrument or device for the purpose of attracting attention. This section shall not be construed to prohibit the playing of musical instruments by persons practicing or performing in a school or town band, orchestra or participating in or practicing for an authorized parade or assembly in a public place.

I hereby agree to comply with the rules & regulations for use of the College Park.

Signature: _____ **Date:** _____



Application: **Granted** _____ **Denied** _____

Conditions: _____
