

Quick Guide to Event Rules

The following rules, procedures, and laws pertaining to the Middlebury campus have been summarized for quick reference. Complete descriptions and requirements of some rules may be found on the websites 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. Please review all campus alcohol policies on the Dining Services website. Private student parties are subject to Residential Life Party Regulations. See "Private Parties" below.	Vermont state law; Dining Services; College Handbook	https://www.middlebury.edu/office/dining-services/catering/alcohol-policies
Barbecue Grills	The use of outdoor grills is limited to authorized locations at small houses and must be approved before use. Fuel may not be kept in residential buildings. Two permanent charcoal grills behind the Townhouses may be used on a first come, first served basis for small gatherings.	College Handbook	https://www.middlebury.edu/handbook/pages/ii-ug-college-policies/ug-policies/res-life-conduct-policies/residential-life-policies/#firesafety
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

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Catering License	Caterers or food prepared off campus may not be brought into any facility or dining hall for which Dining Services holds a catering license, without special permission from the Director of Dining Services. 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	https://www.middlebury.edu/office/finance-and-administration/controller/purchasing-and-payment/independent-contractors
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	https://www.middlebury.edu/office/registrar/course-scheduling/guidelines-and-faqs
Crowd Control	All assembly occupancies 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	https://www.middlebury.edu/office/environmental-health-safety/fire-and-life-safety#crowd-manager
Demonstration & Protest 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

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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	dining@middlebury.edu
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. A thesis defense may be scheduled during the final examination period."	Middlebury Handbook	https://www.middlebury.edu/handbook/pages/ii-ug-college-policies/ug-policies/academics/calendar/#e-final-examination-period
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	https://www.middlebury.edu/office/enterprise-risk-management/compliance-partners/business-services/insurance-and-liability-issues#release-forms
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	https://www.middlebury.edu/handbook/pages/ii-ug-college-policies/ug-policies/res-life-conduct-policies/residential-life-policies/#firesafety
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: table & chairs for 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	
Holiday Parties	Holiday parties are not an Allowable Expenditure per the Travel, Entertainment, and Expense Policy. Handbook: https://www.middlebury.edu/handbook/pages/i-policies-for-all/appropriate-use/steward-resources/	College Handbook and the Finance Office	https://www.middlebury.edu/office/finance-and-administration/controller/purchasing-and-payment

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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	Middlebury Catering manages the use of the kitchen facilities at Kirk Alumni Center. Due to the expansion of the Tavern on the Tee Restaurant operated by Middlebury Catering, the Kirk Kitchen will no longer be available to outside caterers.	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	https://www.middlebury.edu/office/event-management/policies#scheduling-prioritization
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	https://www.middlebury.edu/office/enterprise-risk-management/compliance-partners/business-services/insurance-and-liability-issues#events-or-uses-of-facilities-that-includes-minors
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

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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	https://www.middlebury.edu/office/event-management/policies/student-scheduling#other-policies
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-
Private Parties	Private parties must comply with residential life guidelines. They must be registered with the Residential Life office and Public Safety. Parties approved by Res Life must also complete an Event Reservation Request with the Department of Event Management. Contact reslife@middlebury.edu for guidance.	Residential Life	https://www.middlebury.edu/office/residential-life
Public Road Use	Permission from the Town is required for assembling on Town property and/or 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	https://www.middlebury.edu/office/enterprise-risk-management/compliance-partners/business-services/insurance-and-
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	https://www.middlebury.edu/office/human-resources/self-service-resources/retiring-middlebury#resources-and-miscellaneous-information

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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 Director of Environmental Health, Safety & Compliance and/or the State Fire Marshal for a variance.	Risk Management 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#video
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

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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 on campus and beyond. To sponsor a volunteer, a Courtesy Account Form must be completed and submitted to Human Resources. All volunteers should be identified via this process to ensure they have appropriate training, and to support ongoing efforts to foster a safe and secure campus environment for all.	Human Resources	https://www.middlebury.edu/office/human-resources/managersupervisor-resources/courtesy-accounts-and-volunteers