

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.

Rule	Description	Origin	Web Link
7 Day Rule	Service providers may not be able to provide support services for requests received less than 7 days before an event. NOTE: Catering requires minimum of 10 days to ensure ability to procure goods and services. Alcohol permist require 21 days.	Facilities Services, Dining Services, Media Services, Public Safety	FAQ Middlebury
Academic Scheduling Priority	Events requiring a classroom/academic space cannot not be scheduled until the course schedule for that semester is complete.	Registrar's Office	Policies Middlebury
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	Alcohol Policies Middlebury
Barbecue Grills & Portable Fire Pits	Two permanent charcoal grills behind the Townhouses may be used on a first come, first served basis for small gatherings. Fuel may not be kept in residential buildings. The use of portable fire pits is prohibited.	College Handbook	B.2.f. Residential Life Policies
Bonfires / Burn Permit Policy	Outdoor burning requires both a permit from the Town and permission from the College. Approved locations are limited. Permits may be cancelled due to high wind or dry conditions.	Environmental Health & Safety Office, and the Town of Middlebury	Fire and Life Safety Middlebury
Catering, non-College Caterers	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	Non-College Catering Options Middlebury

Quick Guide to Event Rules

<p>Catering License</p>	<p>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. Licensed facilities outside of dining halls include The Grille, Wilson Cafe, and Kirk Alumni Center.</p>	<p>Dining Services, per VT state law</p>	<p>Catering Middlebury</p>
<p>Contract Management Policies</p>	<p>There are contractual requirements for anyone providing a service on campus, including performers & lecturers.</p>	<p>Controller's Office</p>	<p>Independent Contractors Middlebury</p>
<p>Course Relocations</p>	<p>Contact Course Scheduling to request course relocations. 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 course-related activities via the Academic Ad-Hoc Request Form.</p>	<p>Registrar's Office & Event Management</p>	<p>Course Scheduling - Guidelines and FAQs</p>
<p>Crowd Control</p>	<p>All assembly occupancies greater than 50 people, shall be provided with a <u>minimum</u> of one trained crowd manager or crowd manager supervisor.</p>	<p>Environmental Health & Safety Office, per State of Vermont Life Safety Code</p>	<p>Fire and Life Safety Middlebury</p>
<p>Demonstration & Protest Regulations</p>	<p>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.</p>	<p>Middlebury Handbook</p>	<p>C.4. Demonstration and Protest Regulations</p>

Quick Guide to Event Rules

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	B.1.b. Calendar
Facilities Use Release	A "hold harmless agreement" is required for non-college event hosts and for college-affiliated individuals hosting personal events.	Business Services/Risk Management Office	Insurance and Liability Issues Middlebury
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	B.2.f. Residential Life Policies
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	Contracting Middlebury
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	Environmental Health and Safety Middlebury
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	Purchasing and Payment Middlebury

Quick Guide to Event Rules

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. If the serving of alcohol is involved the minimum amount of general liability is \$5 million.	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 and hold the catering license for this venue. The Kirk Kitchen may not be used by non-college caterers.	Middlebury Catering Office	Kirk Kitchen Middlebury
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	Policies Middlebury
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	Insurance and Liability Issues Middlebury
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	Town of Middlebury Ordinances
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	Non-College Events Middlebury
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	A.5. Policy on Open Expression

Quick Guide to Event Rules

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	B.2.f. Residential Life Policies
Political Action	Student Activities funds may not be used for direct political action. Organizations may not raise funds for political campaigns.	Middlebury Handbook	B.2.h. Student Organization Policies
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	Public Assemblage Permit
Release Forms	Release forms are required for: activities, field trips, physical non-sports activities, and sports activities.	Business Services/Risk Management Office	Insurance and Liability Issues Middlebury
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	Retiring from Middlebury
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
Signage on Public Property	A no-fee permit is required for posting signs on public property in the Town of Middlebury. On approval, the applicant receives "approved" stickers to affix to the sign. Click the dropdown menu on their Applications & Forms site.	Town of Middlebury	Town of Middlebury Zoning Applications
	Ripton has an ordinance for the placement of signs on public property. Contact the Ripton Town office for details.	Town of Ripton	Contact Us — Town of Ripton

Quick Guide to Event Rules

Screening Rights	Film screenings often require public performance licensing to comply with U.S. copyright laws. Students who need to obtain public performance licensing for an event should contact the Student Activities Office, SAO@middlebury.edu) to help them navigate the process.	Middlebury Libraries, per Federal law	Copyright and Fair Use Middlebury Libraries
Social House Parties	Social Houses are approved to host social events for their members and guests. Student groups and students living in other residence halls on campus may collaborate with the house leadership and host a party at the Social House. After submitting a Student Org Event Request Form through Event Management, register your party in MiddPresence for review and additional requirements for hosting parties.	Student Activities Office	Forms Involve
Student Orgs, Contracts w/Speakers & Performers	Student organizations may not sign contracts or use their budgets for guest lecturers or performers. Meet with your Student Org Coordinator (or Liaison) to initiate the contract process and obtain funding. Review the Event Planning section of the Student Org Handbook.	MCAB / Student Activities Office	Student Organization Handbook Middlebury College
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. Review the Collecting Money and Fundraising section of the Student Org Handbook. (Strictly regulated due to the College's non-profit status.)	Student Activities, Middlebury Handbook	Student Organization Handbook Middlebury College
Student Orgs, Political Activity Policy	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 Additional Policies section of the Student Organization Handbook.	Student Activities Office, per U.S. Internal Revenue Code	Student Organization Handbook Middlebury College

Quick Guide to Event Rules

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. See the Publicising Organizations and Events section of the Student Org Handbook.	Student Activities Office, Student Org Handbook	Student Organization Handbook Middlebury College
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	Courtesy Accounts and Volunteers Middlebury