

Trinity College
2023 Individual Post-Commencement Celebration Agreement and Guidelines

As in the past, the College will sponsor a Post-Commencement Celebration following the ceremony. The College tent will offer entertainment, food and beverage, and other festivities. Graduates, their families, and guests are encouraged to attend and bid farewell to faculty and staff, friends, and classmates. In addition to the College-sponsored celebration, some graduates and their families choose to rent a tent and sponsor their own Post-Commencement Celebrations. Although the Trinity campus may be a logical venue for such gatherings, the graduates and their families must understand that any such individual celebrations are not Trinity functions, and that Trinity assumes no responsibility for such events or anything that happens at them. Thus, those who choose to rent a tent and/or sponsor an individual gathering as part of the Post-Commencement Celebrations will be required to sign a copy of this agreement acknowledging their understanding of, and compliance with the following, and also provide a certificate of insurance naming Trinity as an additional insured.

1. Although individual Post-Commencement Celebrations are permitted in specified areas on Trinity's premises, these events are not, and should not be construed to be, Trinity-sponsored events. Consequently, it is understood that graduates and families choosing to rent a tent and sponsor individual Post-Commencement Celebrations assume full responsibility for their own conduct and for the conduct of their guests. Trinity nevertheless expects that all persons attending these individual celebrations will conduct themselves in an orderly fashion with due regard for the law, College property, College employees, trustees, guests, neighbors, and fellow graduates.
2. The abuse of drugs and alcohol are prohibited on campus. Such conduct creates not only the real potential for tragic consequences, but is also likely to interfere with the ability of others to participate in what should be a time of joy and celebration. Consequently, it is understood and agreed that sponsors of any individual Post-Commencement Celebrations on Trinity premises will be responsible for supervising and controlling their own and their guests' behavior. It is Trinity's expectation that participants and sponsors will exhibit moderation in their activities and will endeavor to look out for the well-being of others. To this end, Trinity College prefers that only beer and wine are served. If deemed necessary, Hartford Police, Campus Safety, or College staff are authorized to end a gathering early. In addition, any person behaving inappropriately may be asked to leave or be removed from the celebration at the discretion of these agents of the College.
3. Trinity will not tolerate conduct that injures people, damages property, or involves the illegal consumption, use, or distribution of drugs or alcohol. We expect those who sponsor individual Post-Commencement Celebrations to behave in a responsible manner and to observe all applicable laws, statutes, and ordinances. We further expect sponsors to be conservative with respect to the amount of alcohol brought to the site; kegs or large common-source containers are not allowed. Drinking games are also prohibited. Sponsors are responsible for ensuring that no underage guests are served. Furthermore, the College asks that no alcohol be brought into the residence halls following the Commencement ceremony.
4. Sponsors of individual Post-Commencement Celebrations will be held fully responsible for any loss or damage to College or personal property caused by them or their guests. Sponsors agree to reimburse the College for any loss or damage incurred. Prior to the use of any facility on the Trinity College campus, the sponsor must furnish a Certificate of Insurance (COI) binder for bodily injury and property damage coverage protecting both the College and the sponsor. The coverage, with the minimum limit of one million dollars per occurrence, shall specifically name Trinity College as an additional insured. If alcohol is to be sold at the reception, sponsor liquor liability must be included in coverage with a minimum limit of one million dollars per occurrence. Liquor liability shall specifically name Trinity College as an additional insured. A policy may be purchased by visiting <https://tulip.ajgrms.com> (see page 5 for a guide to the Tulip website).

5. Graduates will not be permitted to rent tents and/or to sponsor individual Post-Commencement Celebrations on Trinity premises without a parent or guardian agreeing to co-sponsor and be equally responsible for the conduct and supervision of any such celebration.

6. This signed agreement, COI, and tent rental fee payable by credit card or check made out to *Trustees of Trinity College* (hereafter referred to as application materials) are required no later than 4:30 p.m. on Friday, April 7, 2023. Application materials submitted after April 7 will be charged a late fee (*see fee schedule below*). The agreement and COI must all be under the same name (either the student or parent/guardian sponsor). The student sponsor and parent/guardian sponsor will receive an e-mail confirmation after the application materials are processed. The number of tents available in each size is limited and available on a first-come, first-served basis. Your space in the Post-Commencement Celebrations area is secured when you receive the confirmation email from the college.

Tent Rental Pricing:

12x12 Tent **\$360.00**
(up to 10 seated guests)

16x16 Tent **\$470.00**
(up to 16 seated guests)

20x20 Tent **\$570.00**
(up to 24 seated guests)

30x30 Tent **\$900.00**
(up to 60 seated guests)

7. All table and chair rentals must be procured from the College-approved rental company. A 50% deposit (by credit card) of the total rental order is required to secure the tables and chairs. *Note: this is in addition to the tent rental fee paid to Trinity College.* Contact information for the rental company will be included in the confirmation email you receive when your application has been approved and processed by the College.

8. The College will not provide grills, tables, chairs, electricity, or water for individual Post-Commencement Celebrations. Bands, DJs, amplified music, photo booths and furniture not obtained by the College-approved rental company are not allowed in individual tents. The College will provide a significant number of garbage and recycling bins throughout the celebration area. Grills with covers are allowed outside the tent and at a significant distance from your tent and surrounding tents. Driving to the individual tents is not permitted; food and equipment must be loaded/unloaded in the parking lot behind Hallden Hall and McCook and carried to the celebration area. Small carts and hand trucks are permitted.

9. Sponsors and caterers will have access to their individual Post-Commencement Ceremony location beginning at 7:30 a.m., Sunday, May 21, 2023. It is the sponsor's responsibility to communicate information to caterers.

Trinity College
2023 Post-Commencement Celebration
Individual Tent Rental Checklist

- Carefully read the Agreement and Guidelines
- Obtain a Certificate of Insurance (COI). A policy can be purchased at tulip.ajgrms.com (requirements are detailed on page 1 of the Post-Commencement Celebration Agreement).
- Complete the signature page (page 4) of the Post-Commencement Celebration Agreement. Please print legibly and use formal names (no nicknames).
Note: the name on the COI, credit card or check, and signed Agreement must be the same.
- Complete application materials (signed agreement, COI, and check or credit card payment form) can be dropped off in person or mailed to: Post-Commencement Celebrations
President's Office
Trinity College
300 Summit Street
Hartford, CT 06106
 - **Application materials must be received by 4:30 p.m., Friday, April 7.** Applications received after April 7, or those that are incomplete on that date, will be subject to an additional \$200 late fee.
 - After the College has received and processed complete application materials, graduate and parent/guardian sponsors will receive an email confirmation that will include the College-approved rental company's contact information.
- Contact the rental company to secure tables and chairs, if needed.
 - Trinity will not provide these items; they must be obtained from the College-approved rental company. **You must contact the rental company directly.**
 - A 50% deposit (by credit card) is required by the rental company at the time of order. You will receive an invoice from the rental company for the balance.
- Contact the caterer of your choice. A list of caterers that have been used in the past can be found at trincoll.edu/commencement/individual-tent-rentals.
 - The sponsor is responsible for all communications with the caterer.

IMPORTANT NOTES:

- Space is limited, and available on a first-come, first-served basis. **Your space in the Post-Commencement Celebrations area is not secured until you receive email confirmation from the college**
- Sponsors may put decorations, food, and other party items under their tent beginning at 7:30 a.m. on Sunday, May 21; however, the College will not be responsible for any lost or stolen items. Do not bring anything to your tent before 7:30 a.m. Sunday.
- The College respectfully asks that guests do not leave the ceremony early to prepare their tents.
- The College's Grounds staff will be available AFTER the Commencement Ceremony to help distribute items to your tent area if needed. Grounds staff will not be available during the ceremony.
- Trash and recycling bins will be provided by the College throughout the celebration area. Please recycle as much as possible.
- The tent area must be cleaned immediately following the celebration, and no later than 4:30 p.m. Failure to do so may result in an additional fee.