



Trinity College Commencement

2024 Individual Post-Commencement Celebration Agreement and Guidelines

As in the past, the College will sponsor a Post-Commencement Celebration immediately 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 a specified area 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 Liability 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 specify and name Trinity College as an additional insured. A policy may be purchased by visiting <https://tulip.ajgrms.com/> (see page 4 for a guide to the Tulip website). 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.
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 and Certificate of Insurance (hereafter referred to as application materials) are required no later than 4:30 p.m. on Friday, April 19. Application materials submitted after April 19 may not be approved. The agreement and COI must all be under the same name (either the student or parent/guardian sponsor). The student and parent/guardian sponsor will receive an email confirmation after the application materials have been processed and the gathering has been approved by the College. This confirmation does not secure your space in the Post-Commencement Celebrations area. Your individual gathering is not guaranteed until you contact the College-approved rental company to order your tent and have paid a 50% deposit.
7. The College-approved rental company will assist in determining the appropriate tent size and number of tables and chairs for your individual Post-Commencement Celebration. All tent, 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 at the time of order. The number of tents available in each size is limited and available on a first come, first served basis.
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 from the Hansen Hall parking lot. Small carts and hand trucks are permitted. It is the sponsor's responsibility to communicate these guidelines and tent location to caterers and guests.
9. Sponsors and caterers will have access to their individual Post-Commencement Celebration location beginning at 7:30 a.m., Sunday, May 19, 2024. Sponsors may put decorations, food, and other party items under their tent at that time, however, the College will not be responsible for any lost or stolen items. Nothing is permitted in the Post-Commencement Celebration area before 7:30 a.m.
10. Individual celebrations must not begin until the Commencement ceremony concludes, and must end no later than 4:00 p.m. 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 a fee.

2024 Individual Post-Commencement Celebration Checklist

1. Carefully read the Agreement and Guidelines (*pages 1-2*).
2. Obtain a Certificate of Insurance (COI). A policy can be purchased at tulip.ajgrms.com (requirements are detailed on page 1).
3. Complete the signature page (page 5). Please print legibly and use formal names (no nicknames).
Note: the name on the COI and the signed Agreement must be the same.
4. Completed application materials can be emailed to commencement@trincoll.edu 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. on Friday, April 19, 2024. Applications received after April 19, or those that are incomplete on that date, may not be approved.
 - After the College has processed the application materials and approved the gathering, graduate and parent/guardian sponsors will receive an email confirmation that will include the contact information for the College-approved rental company. This confirmation does not secure space in the Post-Commencement Celebrations area. Individual gatherings are not guaranteed until the College-approved rental company has been contacted and received a 50% deposit.
5. Contact the rental company to secure a tent, tables, and chairs.
 - Trinity will not provide these items; they must be obtained from the College-approved rental company. You must contact the rental company directly.
 - Questions regarding tent size and location should be directed to the rental company, not the College.
 - 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.
6. 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 Celebration area is not secured until you have contacted the rental company and paid a 50% deposit.
- Sponsors may put decorations, food, and other party items under their tent beginning at 7:30 a.m. on Sunday, May 19; however, the College is not responsible for any lost or stolen items.
- Sponsors and/or guests may not take tables, chairs, or other items from other tents.
- The College respectfully asks that sponsors/guests do not leave the Commencement 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 a fee.
- A map of the assigned tents will be emailed to student and parent/guardian sponsors and posted at trincoll.edu/commencement/individual-tent-rentals no earlier than Wednesday, May 15.

Quick Guide to Obtaining a Certificate of Insurance

- The policy must provide bodily injury and property damage coverage protecting both the sponsor of the individual Post-Commencement Celebration and Trinity College.
- The policy must specifically name Trinity College as an additional insured.

Visit <https://tulip.ajgrms.com> and follow these steps:

Screen 1: Select Quick Quote

Screen 2: Select State (**Connecticut**) and The Location of Your Event (**Trinity College**)

Screen 3: Choose Event Dates (**5/19/2024**)

Enter the Average Daily Attendance (**your expected number of guests**)

Screen 4: Select your Event Type (**Social Receptions – Outdoors**)

Screen 5: Select Additional Coverage Options for Your Event

Would you like excess coverage? (Yes or No)

Excess coverage provides additional coverage beyond the primary \$1,000,000. limit of liability included in the TULIP coverage to pay for claims that exceed the primary limit.

There are options for an additional \$1,000,000., \$3,000,000., or \$5,000,000. in coverage.

Will alcohol be sold during the event? (Yes or No)

This includes cash bars, charity events where tickets are sold, etc. By selecting YES you will be purchasing additional Liquor Liability Coverage. If you will serve but not sell alcohol at your gathering do not answer Yes here.

Vendors, Exhibitors, or Performers (Yes or No)

Are you responsible for covering vendors or exhibitors for your event (caterer/concessionaire, DJs, booth exhibitor, etc.)?

NOTE: Vendors, exhibitors, and performers are not permitted at individual tents.

Screen 6: Purchase Coverage

Event Title (**2024 Post-Commencement Celebration, Student Last Name**)

Contact Name (**Parent/guardian or student sponsor**)

Note: contact name must match the name on the Post-Commencement Celebration Agreement.

Questions about Trinity College requirements? Contact Trinity at:

commencement@trincoll.edu or 860.297.2170

Questions about the TULIP website? Contact TULIP at:

Denver.bsd.tulip@ajg.com or 844.226.6097, 8:30 a.m. – 5:00 p.m. MTN

2024 Individual Post-Commencement Celebration Agreement

We have read the Individual Post-Commencement Celebrations Guidelines and fully understand, acknowledge, and agree to them.

Student Sponsor

Parent/Guardian Sponsor

Signature

Signature

Full Name

Full Name

Street Address

Street Address

City, State, Zip

City, State, Zip

Email

Email

Cell Phone

Cell Phone

Other Tent Participants

Please list below the graduates and/or organizations who will contribute to your Individual Post-Commencement Celebration (e.g. athletic teams, Greek organizations).

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Submit this agreement and Certificate of Liability (COI) by 4:30 p.m. on Friday, April 19, 2024 to:

commencement@trincoll.edu or
Post-Commencement Celebrations
President's Office
Trinity College
300 Summit Street
Hartford, CT 06106