

Trinity College
Individual (Private) Post-Commencement Gatherings Agreement and Guidelines
Event Date: Sunday, May 17, 2026

Checklist

- Carefully read all documents then fill-out and sign the Post-Commencement Gatherings Agreement, which can be found at <https://www.trincoll.edu/commencement/individual-tent-rentals/>.
Note: please use the SAME last name for the Agreement, Campus Support Services Fee credit card payment, and Certificate of Insurance (COI). Keep a copy for your records.
- Purchase a Certificate of Insurance (COI). A policy can be purchased at <https://tulip.ajgrms.com>.
- Make your Campus Support Services Fee (fee schedule below to Trinity College) credit card payment based on your anticipated rental tent size (equipment rental prices listed on the next page are paid directly via credit card to the College-approved tent rental company).
Campus Support Services Fee (based on anticipated tent rental size)
Payment portal link: <http://mytrinnet.trincoll.edu/shpayment>
Note: the payment link is also used for the Smith House, our campus guest house.
 - 12x12, 16x16, and 20x20 Tents: \$350.00
 - 20x30, 20x40, and 30x30 Tents: \$500.00
 - 30x45 Tent: \$600.00Late processing fee after Friday, April 24, 2026 (4:30 p.m.): \$200.00
- Email your completed **2026 PRIVATE POST-COMENCEMENT GATHERINGS AGREEMENT AND GUIDELINES** (pages 3-5) and COI to: commencement@trincoll.edu
Agreement, Campus Support Services Fee credit card payment, and COI must be received before 4:30 p.m. on Friday, April 24, 2026. Applications submitted after Friday, April 24, 2026 will be rejected or charged an additional \$200.00 late processing fee.
- Upon the College's receipt of the **ALL of the above** (signed Agreement, credit card payment, and COI) student and parent host will receive an e-mail confirmation with the contact information for the College's approved tent rental company.
- Contact the approved tent rental company to secure tent(s), tables, and chairs.
Note: Trinity College does not provide or coordinate these items for your private Post-Commencement Individual Celebration.
 - A 50% deposit (on a credit card) of the total rental order is required to secure the tent, tables, chairs, and permit fee with the College-approved tent rental company. This is separate from the Campus Support Services Fee. You will receive an invoice from the tent rental company.
 - Tents are available on a first-come, first-served basis and the number of tents available in each size is limited.
 - Questions about rental equipment, tent number, or location should be directed to the tent rental company, not Trinity College.
- Plan for your food and beverage needs. Hartford local restaurants and cafes resource on page 2. The host is responsible for communicating the Post-Commencement Celebration guidelines and tent location(s) to the caterer and guests.
- A map of the assigned tents will be e-mailed to the student, and parent hosts NO EARLIER than the Wednesday before Commencement. The tent map will also be posted on the Commencement Web site. Assigned tent numbers will be posted on the tents the day of the gathering.
- The tent area needs to be cleaned by 4:30 p.m. on Sunday. Failure to do so may result in additional fee.

Equipment Rental Company Prices

Equipment rentals are paid directly via credit card to the College-approved tent rental company NOT Trinity College.
Note: Campus Support Services Fee is paid directly to Trinity College.

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| <p>12x12 Tent: \$325.00 <i>accommodates up to 10 seated guests</i></p> <p>16x16 Tent: \$455.00 <i>accommodates up to 16 seated guests</i></p> <p>20x20 Tent: \$580.00 <i>accommodates 24 seated guests</i></p> <p>20x30 Tent**: \$680.00 <i>accommodates 50 seated guests</i></p> | <p>20x40 Tent**: \$735.00 <i>accommodates 64 seated guests</i></p> <p>30x30 Tent**: \$785.00 <i>accommodates 75 seated guests</i></p> <p>30x45 Tent**: \$1050.00 <i>accommodates 112 seated guests</i></p> <p>**City of Hartford Permit Fee: \$75.00</p> | <p>5 ft round table: \$19.00 each 4 ft round table: \$17.00 each 8 ft banquet table: \$19.00 each 6 ft banquet table: \$17.00 each Folding Chair: \$2.90 each</p> <p>Limited # of each tent size. Reserve early if size and location are important to the group.</p> <p align="right"><i>Updated 3/29/2026</i></p> |
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Important Notes:

- Tents are rented on a first come, first served basis based on when you contact the College-approved tent rental company NOT when you submit your agreement. The tent sizes above may not be available for rental.
- **Hartford local restaurants and cafes resource:** <https://www.trincoll.edu/cher/trinity-students-staff-and-faculty-explore-hartford-in-and-out-of-the-classroom-for-students-staff-and-faculty-explore-hartford/resturants/>
- Hosts may put decorations, food, and other party items under their tent prior to Commencement; however, the College will not be responsible for any lost or stolen items. The College asks that guest do not leave the ceremony early to prepare their tents.
- Trash, recycle, and composting bins will be provided by the College throughout the celebration area.

****2026 PRIVATE POST-COMENCEMENT GATHERINGS AGREEMENT AND GUIDELINES****

**Please read fully and retain a copy of the agreement and guidelines for your files.
The information below will help you in planning your reception.**

While Trinity College understands that graduates, their friends, and families wish to celebrate this joyous occasion, the College asks that the friends, families and graduates remain for the entirety of the ceremony before going to the post-Commencement celebrations.

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 photo opportunities along with 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 reception, some graduates and their families have gathered on the soccer field in tents rented by graduates and their families for private post-Commencement gatherings. Although the Trinity campus may be a logical venue for such gatherings, the graduates and their families must understand that any such private receptions 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 to host a private gathering as part of the post-Commencement celebration will be required to sign a copy of this agreement acknowledging their understanding of, and compliance with the following and also provide both a certificate of insurance naming Trinity College as an additional insured and a check payable to "Trustees of Trinity College".

1. Although post-Commencement private gatherings will be 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 host private post-Commencement gatherings assume full responsibility for their own conduct and for the conduct of their guests. Trinity nevertheless expects that all persons attending these private gatherings will conduct themselves in an orderly fashion with due regard for the law, College property, and the rights and sensitivities of 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 hosts of any private post-Commencement gatherings on Trinity premises will be responsible for supervising and controlling their own and their guests' behavior. It is Trinity's expectation that participants and hosts 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 wine and beer 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 gathering 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 private, post-Commencement gatherings to behave in a responsible manner and to observe all applicable laws, statutes, and ordinances. We further expect you to be conservative with respect to the amount of alcohol you bring to the site; no kegs, large common source containers, and no drinking games are allowed on the grounds. The College prefers that hosts only serve beer and wine. Hosts are responsible for ensuring that no underage guests are served. Furthermore, we ask that no alcohol be brought into the residence halls following the Commencement ceremony.

4. Hosts of any post-Commencement gatherings will be held fully responsible for any loss or damage to college or personal property caused by them or their guests. Hosts agree to reimburse the College for any loss or damage incurred. Prior to the use of any facility on the Trinity College campus, the host must furnish a Certificate of Insurance binder for bodily injury and property damage coverage protecting both the College and the host. 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, host liquor liability must be included in coverage with a minimum limit of one million dollars per occurrence. Liquor liability should specifically name Trinity College as an additional insured. A policy may be purchased by visiting <https://tulip.ajgrms.com>.

Screen 1: Click “Quick Quote”

Screen 2: Select State and The Location of Your Event: CT and Trustees of Trinity College

Screen 3: Choose Event Dates: 5/17/2026

Enter the Average Daily Attendance: # 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 No

What Is Excess Coverage? 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? (This includes cash bars, charity events where tickets are sold, etc. By selecting Yes, you will be purchasing additional Liquor Liability coverage.) Yes No

Vendors, Exhibitors, or Performers (Are you responsible for covering vendors or exhibitors for your event (caterer/concessionaire, DJs, booth exhibitor, etc.)? Yes No N.B. Vendors, exhibitors and performers are not allowed at private tents.

Screen 6: Purchase Coverage

Event Title: 2026 Individual Post Commencement Reception

Contact Name: Parent or Student Host (please note: it must be the same as the person submitting the agreement)

Questions about the TULIP website? Contact TULIP M-F 8:30 a.m. – 5:00 p.m. MTN:
844.226.6097 or Denver.bsd.tulip@ajg.com

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

6. Online payment, signed Agreement, and COI are **required no later than 4:30 p.m. on Friday, April 24, 2026**, to rent a tent and host a private Individual Post-Commencement Reception. **Applications submitted after Friday, April 24, 2026 will be rejected or charged an additional \$200.00 late processing fee.** In order to process your request, the signed Agreement, Campus Support Services Fee credit card payment, and COI **must all be under the same name** (either the student or parent host). Upon receipt of the agreement, Campus Support Services Fee credit card payment and COI, the student host and parent or guardian host will receive an e-mail confirmation with the College-approved tent rental company’s contact information.

7. The tent rental company will assist in determining the appropriate tent size and number of tables and chairs for your gathering. A 50% deposit (on a credit card) of the total rental order/permit fee is required to secure the tent, tables, and chairs with the College-approved tent rental company (**N.B. this deposit is separate from the campus support services fee.** The number of tents available in each size is limited and available on a first-come, first-served basis. A map of tent placement will be forwarded to the parent and student hosts via e-mail on or after Wednesday, May 13. **Your assigned tent number(s) will be provided to you when the tent map is emailed** and posted on your tent(s) the day of the gathering.

8. The College will not provide grills, tables, chairs, electricity, or water for post-Commencement gatherings. Bands, DJs, amplified music, photobooths and furniture (other than the chairs and tables provided by the College-approved tent rental company) are not allowed in private tents. The College will provide a sizable number of waste bins (garbage, recycling, composting) throughout the gathering area. Grills with covers will be allowed, but the grill must be outside and at a significant distance from your tent and surrounding tents. Caterers will not be allowed to drive on the soccer field to gain access to the tents. **It is the host’s responsibility to communicate the guidelines and tent location to the caterer and guests.**

9. The celebration under the tents may begin following the Commencement ceremony. Your tent area must be cleaned up by 4:30 p.m. Failure to do so may result in additional fee.

10. Sponsors may put decorations, food, and other party items under their tent beginning at 7:30 a.m. on Sunday, May 17; 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.

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

By: _____
Signature of Student Host

By: _____
Signature of Parent/Guardian Host

Full Name (first, last)

Full Name (first, last)

Student ID #



Address

Address

City, State, Zip Code

City, State, Zip Code

Cell Phone

Cell Phone

E-mail

E-mail

Date

Date

Please print legibly. Information and signatures from both hosts are required.

OTHER TENT PARTICIPANTS

Please list below the graduates (**proper name, NO nicknames**) who will take part in your post-Commencement gathering. A map of the post-Commencement gathering area will be posted on the Commencement Web site.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

Estimated Number of Guests: _____

If you wish your tent to be in close proximity to anyone in particular, please list the name of the student host(s) below. Every effort will be made to accommodate your request.

Deadline:

Friday, April 24, 2026, by 4:30 p.m.

Submit this filled out and signed agreement (pages 3-5) and COI to: commencement@trincoll.edu.

Campus Support Services Fee credit card payment: <http://mytrinnet.trincoll.edu/shpayment>

Applications submitted after this time /date will be rejected or charged an additional \$200.00 late processing fee.

Questions? Please e-mail commencement.trincoll.edu