

FACILITY USE POLICY
for the
State-Owned Historic Sites

STATE OF VERMONT

DIVISION FOR HISTORIC PRESERVATION

12/13/90

I. STATEMENT OF PURPOSE

The Vermont Division for Historic Preservation, Agency of Development and Community Affairs, is dedicated to preserving Vermont's cultural heritage for purposes of creating greater awareness and understanding of the past. To that end the Historic Sites program owns, maintains, develops and interprets 24 historic properties and related artifactual and archival collections.

The properties are utilized by the public for general visitation as well as for specific Division sponsored programs. From time to time, requests may be made by outside organizations or individuals to use a State-Owned Historic Site for purposes of conducting meetings, private affairs, public programming or commercial uses. This policy guides and permits activities that further the appreciation of Vermont's cultural heritage while at the same time preserving these sites for future generations.

II. GENERAL VISITATION

- 2.1 The Division's historic sites are open to the public on a seasonal basis from late spring through early fall. The Division shall publish and make known to the general public the hours of operation and season dates for each site.
- 2.2 The State-Owned Historic Sites may be used for programs or events by special permission from the appropriate site administrator when sites are closed.
- 2.3 Division employees, Division volunteers, and professional members of the museum/historic preservation community will be admitted free of charge to those state historic sites charging an admission fee.
- 2.4 Visitors evading payment at those state-owned historic sites with admission fees will be considered trespassers and subject to eviction.
- 2.5 Visitation at state-owned historic sites may be restricted at times due to limitations on building carrying capacity, ongoing restoration, staffing, scheduling, or where public endangerment may exist.
- 2.6 Livestock are not allowed at state-owned historic sites unless approved by the Division for land management and maintenance purposes or for special interpretive programs. With the exception of guide dogs, pets are not allowed in site buildings.
- 2.7 Firearms, firecrackers, explosive devices, air rifles or pistols, gas weapons, slingshots, crossbows, and bows and arrows shall not be displayed or discharged on any historic site while the site is open for public visitation except by special permit from the site administrator. During approved events weapons may be

used as part of the program as specified in the Site Use Permit.

III. GROUNDS

- 3.1 Common wild berries, fruits, seeds, nuts, mushrooms, or puffballs may be collected for personal use only and at the risk of the collector. Other plants, shrubs, or trees may not be cut or removed without prior approval from the appropriate site administrator.
- 3.2 Camping is prohibited at state-owned historic sites unless approved by the site administrator for programming or security purposes.
- 3.3 Hunting is prohibited during official hours of operation.
- 3.4 Outdoor living history demonstrations, encampments, and programs are allowed and encouraged provided that these fall within the aims and objectives outlined in Appendix A and follow the process in Section VIII of this Facility Use Policy.
- 3.5 Demonstrations of military drills and tactics are permissible but only with Division approval and only if such activity is compatible with the aims and objectives of the historic site outlined in Appendix A. All details of the program must be approved by the appropriate site administrator and participants must follow the safety guidelines outlined in Appendix B. In the case of Mount Independence, approval from the Fort Ticonderoga Association is required before an activity can take place on their portion of the site.
- 3.6 During tactical demonstrations that illustrate 18th Century military maneuvers, opposed line firing is allowed provided it is done under controlled conditions following the generally accepted safety guidelines outlined in Appendix B. Hand-to-hand combat, the taking of prisoners, or theatrical mock casualties are not allowed. The demonstrations should not be portrayed as re-enacting a battle. The purpose of these tactical demonstrations is to educate the public about the use of Revolutionary War period arms, tactics, drills and maneuvers. Activities must be carried out in a manner that allows the public to view the activity. A person must be present at all times to interpret the activity to the public.
- 3.7 Metal detectors and/or digging are prohibited unless authorized by the Division. Any artifacts found on State property must be surrendered to the Division as per Vermont Statutes Annotated, Title 22, Sections 762, 764 & 791.
- 3.8 Motor vehicles, all terrain vehicles, mopeds, motorcycles, snowmobiles, bicycles or other vehicles which may cause damage to the site are only allowed in

designated areas unless approved in writing by the Division.

IV. HISTORIC & NON-HISTORIC STRUCTURES

- 4.1 Smoking is not permitted in any building owned by the Vermont Division for Historic Preservation.
- 4.2 Visitors are required to stay within designated public use areas unless approved by the appropriate site administrator.
- 4.3 Many of the Division's historic structures do not meet current state codes for carrying capacity or egress. The Division will post carrying capacities for these buildings based on structural conditions and the safety of the collections. These capacities shall not be exceeded.

V. COLLECTIONS

The Division for Historic Preservation collects, curates, preserves and interprets artifacts and archival materials in accordance with the provisions outlined in its Collections Management Policy dated September 25, 1989. The following guidelines are consistent with the principles set forth in the aforementioned Policy and address the use of collections in conjunction with special site programming.

- 5.1 Artifacts may be taken off exhibit to ensure safekeeping during a program or event.
- 5.2 Study collections, props, and certain accessioned collections may be used for demonstrations and interpretative programming by Division staff as outlined by the appropriate site administrator.
- 5.3 Study collections may be handled by visitors under the supervision of Division staff or their designees.

VI. FOOD & BEVERAGES

- 6.1 Food and beverages may not be served within historic structures with the exception of the Wilder House and the Cilley General Store at the Plymouth Notch Historic District, and at the Monument Gift Shop in Bennington. Food may be served in other areas designed for public events with the approval of the site administrator.
- 6.2 Food and beverages prepared as part of an interpretive program are for demonstration only and not for general consumption by the public.
- 6.3 Food offered to the public must be prepared by a caterer licensed under Chapter 5-202 of the Vermont Health regulations Section B. Caterers must provide copies of their license and a certificate of liability. Local

nonprofit organizations may serve food to the public at an event if this is desired by the group offering the program. These organizations may be required to obtain a Fair Stand License according to Chapter 5, subchapter 2, of the Food Service Establishment Regulations.

- 6.4 At this time, only the Wilder House at the Plymouth Notch Historic District has been approved and licensed by the Vermont Department of Health as an area for meal service to the public.
- 6.5 Alcoholic beverages may only be served to the public by state licensed caterers with approval by the Division. The Division must be provided with a copy of the caterer's license and a certificate of liability.
- 6.6 Alcoholic beverages in bulk containers larger than 1 gallon or 4 liters are prohibited except when served to an organized group by a licensed caterer. Legal I.D. and proof of age may be requested by Division personnel.

VII. DIVISION PROGRAMS

- 7.1 All Division-sponsored programs must support the mission of the respective historic site as outlined in Appendix A.
- 7.2 Sufficient staff time and resources must be available to ensure the program's high quality and success.
- 7.3 Division sponsored program presenters are by invitation only or by an application approved by the Division for Historic Preservation.
- 7.4 All presenters who are not Division staff must sign a Historic Site Program Registration Form which identifies the presenters, and when signed acknowledges the participant understands the terms and conditions of the site program. The presenter waives the Division for Historic Preservation of all responsibility for personal property bought on the site.
- 7.5 Intentional and obvious failure of presenters and participants to comply with event guidelines and procedures, as set forth by the Division, may result in their exclusion from further involvement in site programs and may result in their immediate removal from the site.

VIII. OTHER GROUPS

- 8.1 Proposed use by third parties must be compatible with the site mission and purpose, as outlined in Appendix A, as well as with the Division's objectives for managing the site.
- 8.2 Requests to use a historic site should be made by completing a Site Use Application and remitting it to the appropriate site administrator. Applications can be

submitted at any time however they will not be granted final approval prior to six months before the event. In order to allow an organization time to plan an event that requires scheduling in excess of six months, preliminary conditional approval may be granted twelve months in advance. Competing events shall be judged on the basis of the program and its quality in meeting the aims and objectives of the site. The Division for Historic Preservation will attempt to work out a program in which all can participate. Upon approval, a contract will be drawn up.

- 8.3 An activity, program or event hosted by a third party may only be approved by the Division if it does not conflict with Division sponsored programming or daily site operations, it does not infringe in any way on the enjoyment of the site by other visitors, and does not require excessive Division staff time to monitor.
- 8.4 Political rallies or campaign promotion are not permitted.
- 8.5 A fee may be charged for use of the site according to the nature and location of the event.
- 8.6 Users must carry their own liability insurance as outlined by the Vermont General Services Department, Insurance Section, and provide a certificate of insurance at least one week prior to the event.
- 8.7 On site solicitation of donations or fees by the user must be approved by the Division and will be reviewed on a case by case basis as part of the permit application process.
- 8.8 Upon Division approval, vendors may participate in an event provided their merchandise is appropriate to the program. Vendors must report Vermont Sales Tax and other related taxes.
- 8.9 A security deposit in the form of a certified check or money order may be required and should be received one week prior to the event. The deposit is intended to cover the potential cost for clean-up, and/or other potential damage to the site, following the program. Upon satisfying the terms of the contract, the Division shall return the deposit to the user.
- 8.10 Expenses incurred for a private event are the User's responsibility.
- 8.11 A detailed plan of the event must be approved by the appropriate site administrator including the time, date, number of participants, and general logistics of the event.
- 8.12 Unless the Division is officially co-sponsoring the event, related advertisement or correspondence should not indicate or imply Division endorsement or support of the program other than an acknowledgment of permission to use the site facility.

- 8.13 Failure to comply with the Site Use Agreement may result in the denial of any future use of the site by the party.

IX. PHOTOGRAPHY AND FILMING

- 9.1 As long as it does not compromise the historic resource or infringe on the enjoyment of the site by others, visitors may photograph the historic sites. For conservation or security purposes, special restrictions may apply to photographing building interiors.
- 9.2 Exhibits may be photographed with hand-held cameras, preferably without the use of flashbulbs.
- 9.3 Photographers may not utilize special lighting set-ups or require staff to assist for extended periods of time without permission from the appropriate site administrator.
- 9.4 News photographers on assignment may photograph events, buildings, and personnel provided this does not compromise the historic resource or infringe on the enjoyment of the site by others. Published news photographs or footage must credit the Division and identify the historic site.
- 9.5 Anyone wishing to photograph or film the historic sites for commercial purposes must make special arrangements with the appropriate site administrator via a written request outlining the project specifics. Upon approval by the Administrator, the photographer must agree in writing to: hold the Division free of liability and may need to provide a Certificate of Insurance; give proper identification and credit to the Division and the site; promptly compensate the Division for any damage or repairs resulting from the project; not interfere with normal site operations beyond the agreed arrangements; obtain model releases from all people filmed who are not in their employ; and pay a prearranged fee before project completion.

X. PUBLIC DISCLOSURE

- 10.1 All facility use policies of the Division for Historic Preservation shall be made available to any requesting party, and appropriate portions of summaries thereof shall be a part of all facility use documents.
- 10.2 This statement of facility use policy was approved by the State of Vermont, Division for Historic Preservation on December 13, 1990.

APPENDIX A

Division for Historic Preservation: Aims and Objectives for the State-Owned Historic Sites

The Vermont Division for Historic Preservation collects, preserves, manages and exhibits materials representative of or possessing importance to the interpretation of the history and prehistory of the area now known as Vermont. This shall be done in accordance with the mission statements for its historic sites in order to create a greater awareness and understanding of the past for all people.

- 1.1 BENNINGTON BATTLE MONUMENT: This 306' 4 1/2" blue-grey magnesian limestone monolith was completed in 1891 and was built to commemorate the August 16, 1777 Revolutionary War Battle of Bennington. The Monument was built on the site of the military storehouse which was one of the objectives of the battle. The Monument offers the public a view of the surrounding countryside. The actual battlefield is in New York state and is one of the New York state historic sites. The nearby Bennington Museum collects, interpretes, conserves, and displays historic artifacts relating to the Battle. The Monument does not collect artifacts but does collect materials relating to the Monument's archaeology, its construction and its role as a historic landmark (i.e., Monument souvenirs).
- 1.2 CHESTER A. ARTHUR HISTORIC SITE: The structure on this site was built in 1953 as a replica of the birthplace of the future president. Because of a research error, this was not the correct site of the actual birthplace but the site of the parsonage where the Arthur family, with the new-born Chester Alan Arthur, moved in 1830. This is a non-collecting site which interprets the life and career of President Arthur. There is a small picnic area on the grounds. The State also owns a circa 1840 brick church located on a nearby ledgy hillside which is the location of the church where the father of the future served as preacher. The church has no plumbing or electricity and is open to the public for visitation. This building can be used for meetings and weddings if such use is scheduled in advance.
- 1.3 CHIMNEY POINT STATE HISTORIC SITE: This is an early Native American settlement site with a tradition of seventeenth and early eighteenth century European settlement. The earliest section of the building dates to the late eighteenth century with various additions made up through the early twentieth century. The Division for Historic Preservation will mount an exhibit on the Native American and French settlement of the Champlain valley at this site in conjunction with an exhibit on the building's evolution. At this site materials are collected which relate to the Native American and French heritage in Vermont as well as

objects which illustrate the history of the Chimney Point site, the buildings, and its inhabitants. On the site is a mid-nineteenth century house which is operated by the Addison County Chamber of Commerce as an information center.

- 1.4 CONSTITUTION HOUSE: It was in this building, the tavern operated by Elijah West, that the Constitution for the "Free and Independent State of Vermont" was written and adopted in 1777. The building was moved to its present location in 1914 and had an addition added to the rear to serve as a "tearoom". The site collects and displays materials relating to the building and its various uses from the late 18th Century to the time of acquisition by the State (1961) as well as materials pertaining to the framing of the Vermont Constitution of 1777, the Republic and early state, with emphasis on the Windsor region.
- 1.5 EUREKA SCHOOLHOUSE: This is a one-room schoolhouse built circa 1790 and is one of the few surviving 18th century public buildings in Vermont. The building was dismantled and restored at its present location in 1968. A 1870 Town Lattice Truss covered bridge was moved to the site in 1970. The site collects and displays materials relating to the building and its use as a public school from the late 18th Century to 1900. It also collects materials pertaining to the Baltimore Covered Bridge of North Springfield and with covered bridges in general.
- 1.6 FOREST DALE IRONWORKS: This is the site of a stone nineteenth century iron blast furnace. It is an important industrial archaeological site which will be developed to interpret the industrial heritage and tradition of manufacturing in Vermont. The site collects and will eventually exhibit materials associated with the operations of the 19th Century ironworks and the ironworking industry in Vermont.
- 1.7 HISTORIC BRIDGES: The Division owns the following historic bridges: the Fisher Covered Railroad Bridge, the Hammond Covered Bridge, the Scott Covered Bridge, the Shoreham Covered Railroad Bridge, the Medburyville Iron Bridge and the site of the Swanton Covered Railroad Bridge. The bridges are open for pedestrian use (with the exception of the Fisher Covered Railroad Bridge which is still in active use as a railroad bridge) and the Division collects manuscripts and archival materials associated with these State-Owned historic bridges.
- 1.8 HYDE LOG CABIN: This cabin was constructed in 1783 and is considered one of the oldest log cabins in the United States. The cabin was moved to the present site in 1956 and the roof restored in 1985. The present collection at the site belongs to the Grand Isle County Historical Society. A long range goal of the Division is to interpret the building as an eighteenth century pioneer cabin and its place in the frontier settlement of present-day Vermont.

- 1.9 HUBBARDTON BATTLEFIELD: This is the site of the July 7, 1777 Revolutionary War Battle of Hubbardton. The battle was a rearguard action led by the American Col. Seth Warner and the Green Mountain Boys, with Colonial troops from Massachusetts and New Hampshire to delay the advance of the British in their campaign to cut New England off from the other Colonies. The site collects interprets and displays materials relating to the events, people, and area of the July 7, 1777 battle.
- 1.10 MOUNT INDEPENDENCE: This is the site of a major Revolutionary War fortification and is jointly owned and administered by the Division for Historic Preservation and the private Fort Ticonderoga Association which owns the northern portion of the "Mount". The site is a National Historic Landmark and an important archaeological site which has been called by the National Park Service the least disturbed major Revolutionary War site in the Nation. The Division and Fort Ticonderoga, with an advisory committee made up of a representative from the Orwell Board of Selectmen, the Board of School Directors of Orwell, and the Orwell Historical Society, will develop the site using high archaeological standards to ensure the continued preservation of the site. The site collects materials associated with the site and area, including prehistoric materials, and the occupation of Mount Independence during the Revolutionary War area.
- 1.11 PLYMOUTH NOTCH HISTORIC DISTRICT: Calvin Coolidge was born in Plymouth Notch on July 4, 1872 and at this large historic site the Division collects and interprets materials relating to the Coolidge family and specifically Calvin Coolidge and his presidency. The landscape and buildings at the site are preserved, restored and maintained to reflect the period between the "Homestead Swearing-In" on August 3, 1923 and the end of the Coolidge Presidency in 1929.
- 1.12 ROADSIDE HISTORIC MARKERS: The Roadside Marker Program is to provide the travelling public with an awareness of the contributions of Vermont and Vermonters in history.
- 1.13 SENATOR JUSTIN S. MORRILL HOMESTEAD: The Senator Justin Morrill estate was built and developed by Justin Morrill between the years of his purchase of the property in 1848 and his death in 1898. At this Gothic Revival style house and agricultural complex, the Division collects, preserves and interprets items relating to the life of Justin Morrill, his household, Gothic Revival Style architecture, 19th Century experimental agriculture and landscape, and the Land-Grant College System.
- 1.14 THERON BOYD SITE: Material relating to the 18th and 19th century growth and development of Vermont, Georgian and Federal period architecture, and artifacts and archival material associated with the site are collected, preserved and exhibited at this complex.

APPENDIX B

Safety Guidelines for Black Powder Use at the State-Owned Historic Sites

Recreated military groups presenting interpretive demonstrations in an authentic, dignified, and safe manner can be a vital part of public programming at historic sites. The Vermont Division for Historic Preservation supports such programming at the State-Owned Historic Sites and has concerns for presenting our military heritage to the public in a safe manner. The following procedures are designed to help insure an enjoyable, educational and safe event.

I. PARTICIPANTS

- 1.1 Anyone using black powder weaponry must be 16 years of age or older.
- 1.2 Individuals acting in an unsafe manner or under the influence of illegal substances or alcohol, will be asked to leave and will not be invited to future site programs.
- 1.3 Commanders are responsible for their unit's conduct. It is in everyone's interest to report all unsafe conditions or actions to their commander.
- 1.4 Vermont Division for Historic Preservation staff may appoint a Program Coordinator for purposes of assisting with planning activities and delineating areas for spectators, demonstrations, camps and weapons clearing. The Program Coordinator may be one of the Unit Commanders and will be asked to be responsible for insuring that all Unit Commanders are adequately briefed on the program procedures, locations and conduct of the event.

II. BLACK POWDER

- 2.1 All black powder brought on site must be in the form of prepared cartridges. Bulk powder is not permitted on site.
- 2.2 Small arms cartridges will be pre-rolled in an 18th century manner. They will be glued or tied using paper that is heavy enough to resist accidental ignition by a stray spark. Penny wrappers, staples, tape, aluminum foil or waxed cartridges are not allowed.
- 2.3 Only blank loads will be used during firing demonstrations. Projectiles will not be fired from any type of historic black powder weapons at a State-Owned Historic Site.
- 2.4 All charges are black powder only and will be used only in firearms that are in good condition.

2.5 Powder loads shall not exceed maximums listed below:

<u>Weapon Type</u>	<u>Caliber</u>	<u>Maximum Blank Load</u>
"Brown Bess"	.75	125 grains ffg
Charleville	.69	125 grains ffg
Kentucky Rifle	varies	90 grains ffg
Pistols & Horse Pistols	varies	90 grains ffg

2.6 Each unit is responsible for insuring that cartridges and other explosives are maintained in secure areas designated by the Vermont Division for Historic Preservation staff during the time the unit is at a State-Owned Historic Site. Vermont Division for Historic Preservation staff and the Program Coordinator may assist units in providing secure measures for storing such materials.

2.7 No cartridges or other explosives shall be accessible to the public.

2.8 Cartridges will only be carried while conducting public demonstrations.

2.9 Artillery may be used for special programs but only after considering program needs and approval by the Division for Historic Preservation of safety and insurance needs.

III FIREARMS

3.1 Each unit member is responsible for insuring that personal firearms are secured during the time they are at the State-Owned Historic Site.

3.2 No firearms may be pointed or discharged toward another person except under controlled tactical demonstrations.

3.3 The public may only handle firearms that have the hammerstall in place and which have been inspected by the owner or other qualified persons to insure they are not loaded. Such inspection shall include a visual check of the primary pan or percussion cone and the use of a ram rod to verify an empty bore.

3.4 Only members of units approved to participate in special events will be permitted to discharge black powder firearms at a State-Owned Historic Site.

3.5 Flintlock firearms shall be equipped with a hammerstall of leather and flashguards as according to Figure 1 in this Appendix or an alternate approved by the Program Coordinator.

IV EDGED WEAPONS

- 4.1 All knives, axes, polearms, swords or bayonets used for passive demonstration shall have dulled edges and blunted points; variance to this may be made by the Program Coordinator after inspection and only as a part of a controlled program.
- 4.2 Knives, axes, and other cutting tools used for active demonstration, such as chopping or cutting, shall have sturdy sheaths or scabbards in place whenever the tool is not in use.
- 4.3 Throwing axes, hatchets, or knives is not permitted.
- 4.4 The public may not handle any edged weapon.

V. INSPECTIONS

- 5.1 All weapons, cartridge boxes, and other appropriate equipment brought onto a State-Owned Historic Site must be inspected. Inspections shall be conducted each day, prior to the scheduled use of the weaponry.
- 5.2 Weapon and equipment inspections will be conducted by the Program Coordinator or the Unit Commander. Inspections should include checks listed in Figure 2 in this Appendix.

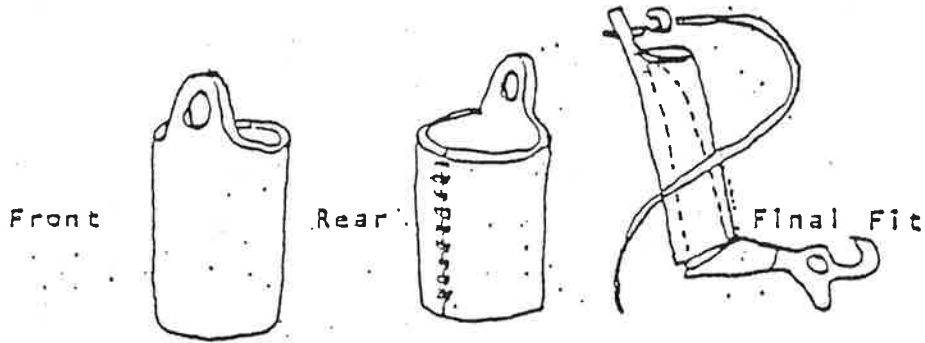
VI. TACTICAL WEAPONS DEMONSTRATIONS

- 6.1 Weapons may only be discharged during the interpretive program or demonstration. Random firing is not allowed at any time.
- 6.2 Firing will be conducted in a direction parallel to and/or away from spectators. Range safety standards shown in Figure 3 of this Appendix shall be followed for perpendicular firing demonstrations. Parallel firing demonstrations shall be no closer than 10 yards to the spectators.
- 6.3 Ramrods will remain in place at all times.
- 6.4 There will be no demonstration of "rapid firing" or more than three rounds per minute.
- 6.5 In the event of a weapon's misfire, the designated interpreter will explain the situation and procedure to visitors, if appropriate, keeping them safely in place until the weapon is discharged or rendered safe.
- 6.6 Hand to hand combat is prohibited.
- 6.7 Bayonets will not be fixed except upon order or approval of the Program Coordinator.
- 6.8 Unit Commanders must verify that weapons are cleared prior to leaving the field following a demonstration.

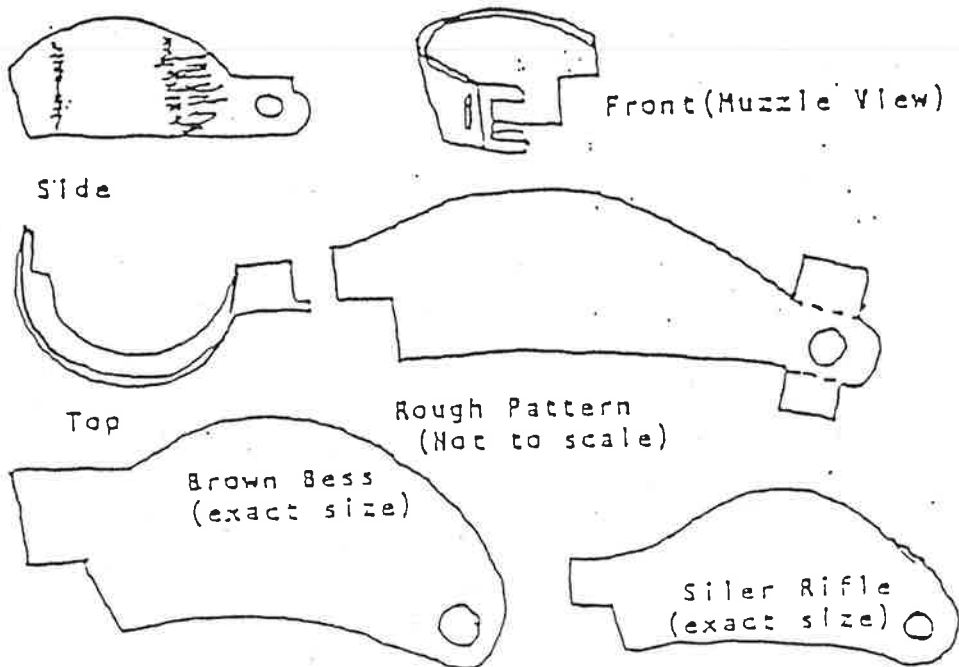
6.9 Units shall be responsible for inspecting demonstration areas following each performance or at the end of the day as determined by the Vermont Division for Historic Preservation staff. All debris resulting from the demonstrations, including cartridges or paper or foil fragments, shall be removed and safely disposed.

APPENDIX B, FIGURE 1

HAMMERSTALLS (Frizzen Covers): The purpose of the Hammerstall is to prevent the flint from striking a spark should the arm be accidentally triggered. Every flintlock firearm used at a State-Owned Historic Site shall be equipped with a leather cover which is a friction fit over the frizzen. The leather must be heavy enough to perform its intended function.



FLASHGUARDS: All flintlock firearms must be fitted with a metal flashguard heavy enough to withstand the vent blast without bending and attached so that it cannot slip down and expose the vent. It must keep all flash and powder particles from travelling more than one foot in a lateral direction. Material shall be at least 1/16 inch thick steel or brass.



APPENDIX B, FIGURE 2

SAFETY INSPECTION PROCEDURE

* Troops form in line with full kit that will be carried onto the tactical field. (Two lines if numbers warrant.)

* Rammers are pulled and, as the inspector passes, are sprung.

* Fix bayonets. Inspector will check for dullness of blade and bluntness of tip, then for tightness of bayonet on lug. Bayonet returned to scabbard.

* Inspector will check scabbard to make certain it is whole and secure.

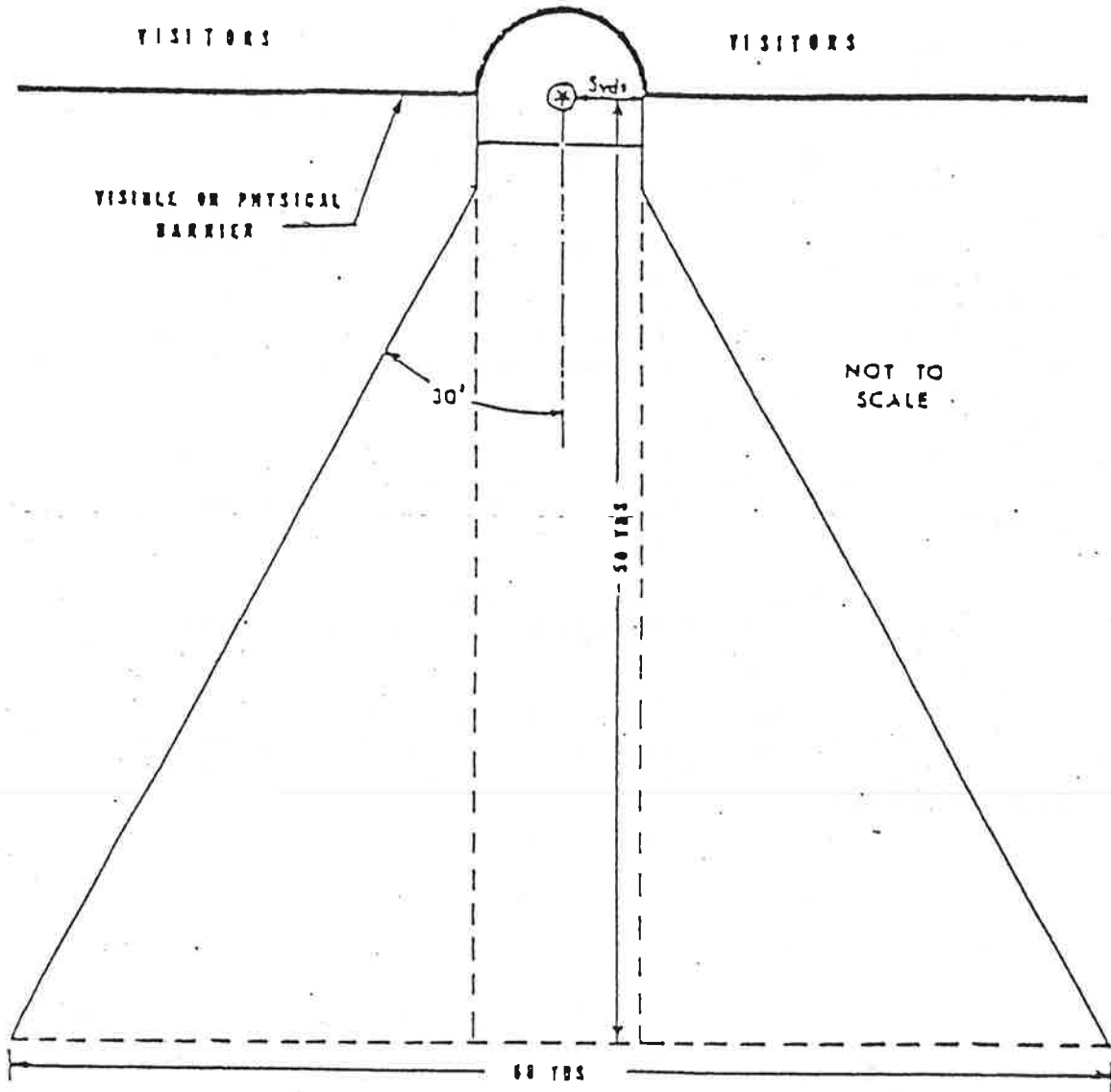
* Shoulder arms. Inspector will have musket presented at half cock; will check for 1) lock condition; 2) flashguard; 3) hammerstall; and then 3) pull trigger. If there is a question on trigger pull, the butt of the musket may be slapped by the Inspector's hand.

* Inspector will check cartridge box to make certain that cartridges are properly rolled and secured, i.e. no staples. If a powder horn is carried, it must be empty.

* The Inspector will conclude his review by verifying that any edged weapons that are carried are properly sheathed.

* Once the Inspector is satisfied that all of the above criteria are satisfactorily met, the person is approved for participation in the tactical demonstration.

APPENDIX B, FIGURE 3



RANGE FOR BLANK SMALL ARMS FIRING



STATE OF VERMONT

AGENCY OF DEVELOPMENT AND COMMUNITY AFFAIRS
DIVISION FOR HISTORIC PRESERVATION

SITE USE APPLICATION

Organization:
Historic Site:
Representative:
Type of Event:
Address:
Date and Time of Event:
Office and Home Phone:
Location on Site:

Brief Description of Event:
Number of Participants/presenters:
Intended Audience: ___ Public ___ Organization ___ Private
If this event is geared towards general programming please list references and dates for other sites or host institutions where participants have previously performed or done presentations.
How will this event be publicized?
Estimated attendance level (For public events only):

Permission is granted to the event outlined on the reverse:

Permission has been denied for the event outlined on the reverse due to the following reasons:

Permission is granted for the event outlined on the reverse subject to the following special conditions:

Regional Historic Site Administrator
Vermont Division for Historic Preservation

Applicant agrees to abide by the rules and regulations of the Facility Use Policy and any other conditions stipulated in this agreement and any attachments noted above.

Representative's Signature

Date: _____