

# Registration for Events in the Anderson Cabin and Edenfield Pavilion

## EVENT INFORMATION

Please complete the following information (ALL fields are required)

Name of Event: _____
Date of Event: ___/___/_____ Time of Event: _____ until _____
Expected Attendance at Event: _____ Age Range: _____ - _____

Description of Event (approval/disapproval of your event will be based on this description):     
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Name of person completing this form: _____
email: _____
daytime phone number: _____

Name of Wesleyan College sponsor: _____
(must be a full time employee who agrees to attend the entire event and accept full responsibility for the event and facilities)
position at College: _____
Wesleyan campus email: _____
daytime phone number: _____

<b>Facilities requested (check all that apply):</b> <input type="checkbox"/> Anderson Cabin <input type="checkbox"/> Edenfield Pavilion <input type="checkbox"/> projector/screen <input type="checkbox"/> special setup Special setups (e.g. additional tables and chairs, catered food service) must be arranged with the Physical Plant and/or Aramark Food Service AND approved by the Arboretum Committee ----- <b>This event will involve a fire/open flames in (check all that apply):</b> <input type="checkbox"/> no fires/open flames <input type="checkbox"/> outdoor fire circle <input type="checkbox"/> indoor wood stove <input type="checkbox"/> oil lanterns Because of the risk of spreading fire for Arboretum events, all fires MUST be prepared by a designated Arboretum Fire Attendant – arrangements may be made through the reservation desk ----- <b>This event will involve serving and/or consuming alcoholic beverages</b> <input type="checkbox"/> yes <input type="checkbox"/> no Express permission from the College Alcohol Committee must be obtained for alcoholic beverages
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**AGREEMENT TO ABIDE BY RULES AND POLICIES**  
**Please read and check the following rules (all fields are required)**

I have read, understand, and agree to abide by the General Trail Policies and Cabin/Pavilion Use Policies found online at <http://pierce.wesleyancollege.edu/faculty/arboretum/rules.html> yes

I understand and agree that I may NOT light a fire or use open flame lanterns unless a designated Arboretum Fire Attendant is present and that I am responsible for COMPLETELY EXTINGUISHING all fires and open flames and safely storing all flammable materials before my event ends. yes

I specifically agree to:

1) not allow motor vehicle traffic to the cabin or on any other trails without specific prior authorization or in the event of a medical or facilities emergency yes

2) before leaving at the end of my event:

a) MAKE SURE THAT ALL FIRES AND FLAMES ARE OUT yes

b) complete the checkout list by the cabin back door yes

c) pack out all trash to the trailhead bins by the tennis courts yes

d) turn off the air conditioner and ALL interior and exterior lights yes

e) lock the office cabinets, both office doors, both cabin exterior doors, storage shed doors, and entrance chain padlock yes

I intend to serve alcohol at this event yes no

If I answered YES then I agree to:

1) obtain express permission from the College Alcohol Committee yes

2) not allow any minor to serve or consume alcohol yes

3) not allow service or consumption of alcohol in the presence of any minor student of Wesleyan College yes

4) remove all alcohol and alcohol containers at the end of my event yes

Signature (typed full name is acceptable) \_\_\_\_\_

Date \_\_\_\_\_