

UNITED STATES MERCHANT MARINE ACADEMY
KINGS POINT, NEW YORK

14 September 2021

SUPERINTENDENT INSTRUCTION 2021-09

Subj: TAILGATING POLICY

Ref: (a) Superintendent Instruction 2016-01, USMMA Facility Use Policy, or its successor policy

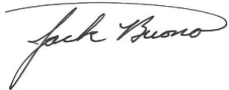
(b) Superintendent Instruction 2012-11, Policy on Alcohol Consumption on Academy Grounds, or its successor policy

Encl: (1) Facilities Use Request Form
(2) Tailgate Locations Map

1. **Purpose:** This Instruction establishes the policy and procedures managing tailgating activities at the United States Merchant Marine Academy(USMMA).
2. **Applicability:** This policy applies to USMMA and non-USMMA individuals and organizations that conduct tailgating activities at the Academy involving tents, catering, and/or support, including but not limited to, non-permanent covering, flooring, grills, tables/chairs, vehicle parking, trash collection and/or vehicle delivery.
3. **Policy:** Tailgating conducted on USMMA grounds involving the use of tents, equipment, and other support, will comply with this Instruction. Tailgate site locations will be managed and coordinated by the Department of Physical Education and Athletics (PEA), in conjunction with the Department of Public Safety. All efforts to reduce damage and eliminate hazards are paramount.
 - a. **Locations.**
 - i. Tailgate areas are available on a first-come, first-served basis.
 - ii. **Marvin Place Parking Lot.** Tailgating will be limited to the confines of the Marvin Place parking area and the grassy area between Marvin and Bowditch Hall (normal designated tailgating area).
 - iii. **DPW parking lot.** Available for use as needed and if specifically requested.
 - iv. **Areas outside designated tailgate areas.**
 1. Tailgaters interested in tailgating on the roads/areas bordering the Academy must comply with Village of Kings Point Code requirements
 - a. Requirements can be viewed on the Kings Point webpage - <https://www.ecode360.com/11006230>
 2. Any area on USMMA campus, outside of Marvin Place Parking Lot or Department of Public Works (DPW) parking lot, must receive prior approval from the Deputy Superintendent.

- a. Requests will be submitted using Facilities Use Request Form, Enclosure (1)
- v. Tailgate location map – Enclosure (2)
- vi. Tailgate Guidelines
 - 1. Tailgating may commence up to two hours prior to game time and must end no later than ninety minutes after the conclusion of the game.
 - 2. Game attendees must secure their tailgate area when empty to protect personal belongings.
 - 3. USMMA is not responsible, nor liable, for damage, loss or theft to any items brought on campus.
 - 4. All tailgate areas must be reasonably contained and not spill into other parking spots or block the parking aisles.
 - 5. RVs (and other similar large vehicles) are not allowed in the tailgating areas.
 - 6. In the event of inclement weather, alternative indoor sites are not available.
 - 7. Glass containers are prohibited
 - 8. No open flames, i.e. bonfires or campfires, are permitted at any time.
 - 9. Individuals are responsible to ensure tailgate sites are cleaned and returned to original condition prior to departure.
- vii. Food/Grilling:
 - 1. Propane grills only, no charcoal
 - 2. Fire extinguishers are required to be readily available.
- viii. Use of rental/contractor/food vendor companies. Submit Facilities Use Request Form, Enclosure (1).
- ix. Conduct:
 - 1. Active sports (i.e. Frisbee or football throwing) are allowed as long as the activity does not endanger anyone within the surrounding area.
 - 2. All groups and individuals participating in tailgating are responsible for the proper collection and disposal of their trash. Trash containers, bins and dumpsters are available.
 - 3. Outdoor amplified sound must be kept low. Music with inappropriate language is not permitted.
 - 4. Pets are not permitted.
 - 5. Sales activities or solicitations are not permitted on Academy grounds.

6. Persons violating any law or policy, or acting in a disruptive, disrespectful or disorderly manner, will be removed from the premises.
 - x. Restrooms: General public restrooms are located in Brooks Stadium (underneath the home side bleachers) and O'Hara Hall (lobby).
 4. **Procedures.**
 - a. **Pre-tailgate.** Gate guards will issue tailgate area maps with guidelines to all persons who enter the Academy and wish to tailgate
 - b. **Tailgate.** PEA/Public Safety randomly inspect tailgate areas to ensure compliance/safety
 - c. **Post-tailgate.** Tailgate areas checked to ensure the area was restored to original condition and no damage was incurred.
 5. **Responsibilities:**
 - a. **Deputy Superintendent**
 - i. When requested, review and approve all facility requests for locations outside the authorized tailgate areas
 - b. **PEA**
 - i. Randomly inspect areas for damage to grounds to ensure tailgate site is returned to original condition
 - ii. Will report any significant damage or personal injury to Public Safety
 - c. **Public Safety**
 - i. Enforce Academy policy and procedures related to tailgating areas.
 - ii. Tour the tailgate areas randomly to ensure compliance and safety
 - iii. Issue Tailgate area maps with guidelines to all individuals entering the Academy who wish to tailgate.
 6. **Indemnification:** Tailgaters shall indemnify and hold harmless Athletics, the Academy, and the United States of American, their consultants (if any), employees, agents and other persons from and against all claims, costs, judgements, liens, encumbrances, and expenses, including attorneys' fees, arising out of their use of the Academy's facilities or out of the acts or omissions or negligence of the user, its agents, employees, or subconsultants in connection with the use of Academy facilities.
 7. **Expiration:** This Policy goes into effect immediately and remains in effect until superseded or rescinded.



Jack Buono
Vice Admiral, USMS
Superintendent

Responsible Official: Director, PEA



UNITED STATES MERCHANT MARINE ACADEMY FACILITIES USE REQUEST FORM

Please read through all attachments before completing and submitting this Facility Use Request Form. Submission of this form does not constitute approval. You will be notified as to whether your request is approved and, if it is, a permit will be issued.

SECTION 1: EVENT INFORMATION – TO BE COMPLETED BY APPLICANT	
Name, address, email and telephone number of requesting individual/entity:	
Nature of your event:	
Affiliation if any, with the Academy:	<input type="checkbox"/> Faculty/Staff <input type="checkbox"/> Midshipman <input type="checkbox"/> Alumnus <input type="checkbox"/> Other (please describe): _____
For entities, profit or not-for-profit:	
Date of Event:	
Time of event, including time for set-up and clean-up:	Set-up start time: _____ Event start time: _____ Event end time: _____ Clean-up end time: _____
Facility requested: Note: The Academy does not provide catering, chairs, tables, table linens, or tableware in any of its facilities.	<input type="checkbox"/> Melville Hall [Note: The Academy cannot guarantee air conditioning or heating for your event. The use of the kitchen and the second floor is prohibited.] <input type="checkbox"/> Chapel <input type="checkbox"/> Pool (Lifeguard required): <input type="checkbox"/> Locker rooms <input type="checkbox"/> O'Hara Gym <input type="checkbox"/> Locker rooms <input type="checkbox"/> Scoreboard <input type="checkbox"/> Sound system



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	<input type="checkbox"/> Tomb Field <input type="checkbox"/> Locker rooms <input type="checkbox"/> Press box <input type="checkbox"/> Scoreboard <input type="checkbox"/> Sound system <input type="checkbox"/> Yocum Sailing Center <input type="checkbox"/> Other: _____
Vendors (if applicable, i.e. Caterer, DJ, etc.) Note: All vendors must meet attached insurance requirements	
Anticipated attendance:	<input type="checkbox"/> Non-athletic event: _____ <input type="checkbox"/> Athletic event: <input type="checkbox"/> Number of teams participating: ____ <input type="checkbox"/> Number of games: ____ <input type="checkbox"/> Expected number of spectators: ____ <input type="checkbox"/> Athletic trainer at event: <input type="checkbox"/> No <input type="checkbox"/> Yes
Fee, if any, for participants/attendees:	<input type="checkbox"/> No <input type="checkbox"/> Yes (if so, describe)
Food and/or alcohol, if any, to be served:	Food: <input type="checkbox"/> No <input type="checkbox"/> Yes Alcohol: <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, must follow attached Academy policy and obtain a special event license from the NYS Liquor Authority):
SECTION 2: TO BE COMPLETED BY THE ACADEMY	
Date Received:	
Availability of Requested Facility	Facility Manager: _____ <input type="checkbox"/> No <input type="checkbox"/> Yes DPS Notified : _____ <input type="checkbox"/> No <input type="checkbox"/> Yes
Other events, if any, scheduled for the same facility or different facility on the same day:	<input type="checkbox"/> No <input type="checkbox"/> Yes (if so, describe)
Academy POC:	



**UNITED STATES MERCHANT MARINE ACADEMY
FACILITIES USE REQUEST FORM**

SECTION 3: REVIEW / APPROVAL	
Deputy Superintendent:	<input type="checkbox"/> Approve <input type="checkbox"/> Approve with comments <input type="checkbox"/> Disapprove
Comments:	
Signature/Date:	
SECTION 4: REVIEW / CONCURRENCE	
Counsel to the Academy:	<input type="checkbox"/> Concur <input type="checkbox"/> Concur with comments <input type="checkbox"/> Non-Concur
Comments:	
Signature/Date:	

ATTACHMENTS:

Facility Use Policy (SI 2016-01)

Policy on Alcohol Consumption on Academy Grounds (SI 2012-11)

Insurance Requirements



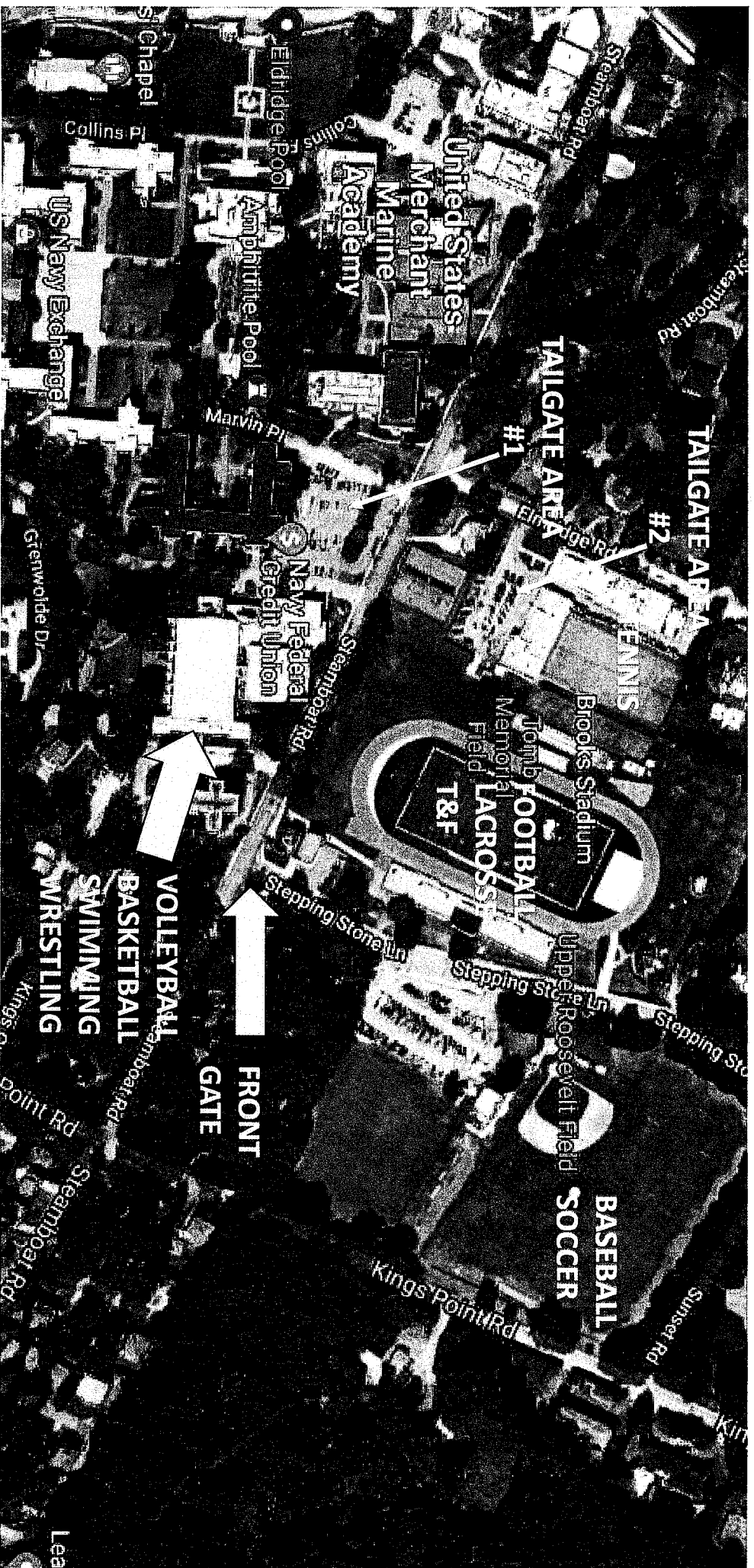
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FACILITIES USE REQUEST FORM**

INSURANCE REQUIREMENTS:

All individual or entities seeking to use Academy facilities must submit a certificate of insurance evidencing comprehensive general liability insurance in the amount of \$1 million combined single limit for bodily injury and property damage per occurrence for the period of the proposed event.

All certificates of insurance must name both the Academy and the United States of America as additional insureds/certificate holders. In addition, all certificates of insurance must be reviewed and approved by Counsel to the Academy before an event can be approved.

ENCLOSURE 2



USMMA TAILGATE INFORMATION

Indemnification: Tailgaters shall indemnify and hold harmless Athletics, the Academy, and the United States of American, their consultants (if any), employees, agents and other persons from and against all claims, costs, judgements, liens, encumbrances, and expenses, including attorneys' fees, arising out of their use of the Academy's facilities or out of the acts or omissions or negligence of the user, its agents, employees, or subconsultants in connection with the use of Academy facilities.

Tailgate Guidelines

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