

Middlesex Community College
Policies Regarding MxCC Bus Trips

The following conditions must be met prior to the event:

1. At least one month prior to the excursion, the coordinator of the event must send an e-mail to Dean Sykes with a copy to Jennifer Arnold informing them of the trip. Be sure to include a cell phone number that you can be reached at during the event in case of emergency. Dean Sykes will provide you with a phone number to reach him in case of emergency. Any emergency that happens while you are on the trip must be reported to him immediately.
2. A MxCC Advisor or Authorized Representative (MxCC staff or faculty member), must be present on the trip.
3. If you are charging a fee for a bus trip, be sure to have *numbered* tickets available so that they can be recorded and handed to the participant upon payment. *It is very important that a list (Participant Information form) is kept with each participant's name and emergency contact information and that this information corresponds with the assigned numbered ticket.* The form follows below.
4. If you sell tickets, they should be non-refundable.
5. At the time tickets are purchased, be sure to:
 1. Have the participant complete a *Release and Indemnity Agreement* form. This form must be completed by every participant.
 2. Record the participant's name, their emergency contact person's name & phone number, and the corresponding ticket number on the *Participant Information* form.
 3. A trip itinerary could be provided to participants.
6. **At least one day before the event, be sure to submit the original completed *Release and Indemnity Agreement* forms along with *Participant Information* form to the Office of the Dean of Finance and Administration, Founders Hall, room 106. Both forms follow below.**
7. A copy of the list should be taken on the trip with the MxCC Advisor/Authorized Representative so that attendance can be taken before and after the trip.
8. Be sure to announce that the bus has strict guidelines to follow and that it will depart at the time noted both to and from the trip.
9. MxCC Advisors/Authorized Representatives must ensure that general common-sense guidelines take place, such as no drinking of alcoholic beverages or illegal drugs are to be on the bus. Proper behavior of all bus attendees, cleaning up after themselves and acting as a respectable adult should all be noted.
10. If on the day of the event, there are people who do not have a ticket but want to attend, they should be asked to leave the bus if the bus is listed as full.
11. If the bus can accommodate them, be sure to have the person complete a *Release and Indemnity Agreement* form before the bus departs. Submit the form to Dean Sykes' office along with their emergency contact information. If the trip is after standard business hours, such as a Saturday, leave the form in Dean Sykes' mail slot in Founders Hall.
12. **No one should be boarding a bus for a MxCC trip without signing a *Release and Indemnity Agreement* form and providing their emergency contact information.**

Note: This policy does not apply to those who do not choose to use the transportation (bus) for which the excursion is organized for. For example, if someone chooses to drive him/herself with their personal vehicle to and from the event, this policy would not apply to them.

Middlesex Community College
Release and Indemnity Agreement

IMPORTANT NOTE for Each Person Who Completes This Form: Please forward the completed form to the coordinator of the trip as soon as possible. Completed forms must be on file with the coordinator *at least one day* prior to the excursion. Please make every effort to hand-deliver, mail or fax your form to the coordinator. This policy is in place for your safety and protection and for College liability reasons.

IMPORTANT NOTE to the Coordinator of the Trip: All *Release and Indemnity Agreements* forms along with the *Participant Information* form must be submitted to the Office of the Dean of Finance and Administration, Founders Hall, room 106 *at least one day prior to the event*. See the College Policies regarding MxCC Bus trips.

In consideration of participation in _____
(Name of Event)

at _____ on _____
(Location/Destination) (Date of Event)

with _____
(Print or type name of MxCC Advisor or Authorized Representative who is coordinating this event.
This must be an employee of MxCC.)

I _____
(Print or type name of Participant/Undersigned.)

the undersigned, do hereby, for myself, heirs, executors, administrators, and assigns, remise, waive, release, and forever discharge Middlesex Community College, its successors and assigns, its Board of Trustees, officers, members and agents and their heirs, executors, administrators, from any and all manner of action and actions, damages, claims, and demands whatsoever in law, or in equity, which I now have or may acquire by reason of injury, death, or loss of or damage to property, of said undersigned rising out of or connected with participation in said activity. I do further hereby agree to indemnify and hold harmless the said Middlesex Community College, and its Board of Trustees, officers, members, agents, and their heirs, executors, administrators, and assigns, from all of the liabilities described above, arising out of, or connected with, participation in said activity.

I intend to be legally bound by the above release, and understand its anticipatory nature.

IN WITNESS THEREOF, I have hereunto affixed my signature at:

_____, Connecticut, this _____
(Town that you are signing this form) (Date: Day, Month & Year)

Emergency Contact Name and Phone#: _____

Participant's Signature: _____

Witness: _____
(Signature of MxCC Advisor or Authorized MxCC Representative)

Today's Date: _____

