

**TOWN OF CHARLOTTE**  
**APPLICATION FOR USE OF TOWN FACILITIES**

Approved for Use: September 22, 2014

**Name of Organization/Event:** UVM Cycling Home Road Race

Date(s) of Event: April 27, 2024

Organization's Address: Dudley H. Davis Center, 590 Main St., Room 311, Burlington, VT, 05405

Non-Profit  For Profit

If non-profit, briefly explain the benefit fund: UVM Cycling Club

**Contact information for Organization/Representative:**

Name of Event Manager/Title: Henry Stanton and Lindsey Groves Home Road Race Coordinators

Email address: henry.stanton@uvm.edu

Telephone number: 609-955-4763

Mobile telephone number: Same as line above

**Location**

Town highways Hinesburg Rd, Spear St, and Mt. Philo Rd

Town Beach  Senior Center  Town Hall  Other Charlotte Central School Parking Lot

Brief description of requested use of facility: We are holding a cycling race on the roads listed above and providing parking, port-a-lets, and registration for the race in the CCS parking lot.

Event Start Time: 7 am Event End Time: 5pm

**Anticipated Attendance**

Participants ~200 Staff/Volunteers ~30 Vendors/Caterer 0 Total ~230

Will food be served?  (yes)  (no)

Will alcohol be served:  (yes)  (no).

**If yes, include copy of the caterer's license and certificate of insurance.**

**Safety Arrangements:** (attach additional sheet if needed)

(Parking, course monitors, water and aid stations, traffic control)

Has Charlotte Fire & Rescue been notified? Yes  No  \_\_\_\_\_  
Signature of CVFRS Official

Is a standby ambulance needed? Yes  No

Are State of Vermont permits required? Yes  No

Is a port-o-let proposed? Yes  No

Has this event been held in Charlotte before? Yes  No

If yes, please list years: 2023, 2022, 2019, 2016, 2015, 2014

Is this event open to Charlotte residents? Yes  No

**Please attach an event map, if applicable.**

**Please attach or e-mail a certificate of insurance for the event which names the Town of Charlotte as an "additional insured" for general liability coverage.**

## Waste Management

The Town of Charlotte is dedicated to making all events in public spaces as waste free as possible by reducing packaging and single use items, and by collecting waste in three streams: *compostables*, *recycling* and *trash*. All events held in public spaces will adhere to these expectations, and comply with [VT ACT 148 Universal Recycling Law](#) and [CSWD's Solid Waste Management Ordinance](#).

### Please see Recommendations for Waste Reduction in the attached addendum. (Live link)

Event sponsors are responsible for communicating these recommendations to all vendors/caterers.

Technical help is available from Charlotte CSWD representative, Ken Spencer: [kspencer@cswd.net](mailto:kspencer@cswd.net)

### Event Person in Charge of Waste Management (if not event manager):

Henry Stanton

Email address: [henry.stanton@uvm.edu](mailto:henry.stanton@uvm.edu)

Telephone number: 609-955-4763

Mobile telephone number: Same as line above

### Plan for Compostables

Use of food scrap buckets is required for events at which food is served. Buckets are available from the Town, CSWD, and haulers. To obtain from Town, please contact Ken Spencer:

[kspencer@cswd.net](mailto:kspencer@cswd.net)

Number of buckets needed 0

Compostable materials:  food scraps only;  food scraps and other organics

Compost management plan:  will use onsite compost bin;  will take to CCS Compost Shed;  will drop off at CSWD facility;  will hire compost or three-stream hauler

### Plan for recyclables and trash (check one)

Will use Town's existing recycling and trash infrastructure. Fee may apply.

Will contract for three-stream pick-up by hauler

Will drop off at CSWD facility

### Waste Stations

Side-by-side composting/ recycling/trash stations are required, labeled with Vermont's Universal



Symbols. See: <http://cswd.net/about-cswd/universal-recycling-law-act-148/>

Number of waste stations needed for event 2

Plan for assisting participants with sorting streams Signs and volunteers overseeing the waste stations

Plan for decontaminating streams Volunteers monitoring and decontaminating as needed

In consideration of this request to use town highways and/or town-owned property and facilities \_\_\_\_\_ (organization/group/business) and I agree, and for myself/ourselves and my/our heirs, executors and administrators agree to indemnify, defend and hold forever harmless the Town of Charlotte and its officers, agents and employees from and against any claims, demands, liabilities, actions, judgments, settlements, damages, costs and expenses (including attorney's fees and disbursements) for injury to or death of any person or damage to property arising out of or resulting from the [Organization's negligence in connection with the](#) activity described in this request, [excepting those arising from the Town's negligence](#).

Signature of authorized representative \_\_\_\_\_