August 22, 2016

Dear WVU Homecoming Parade Participant:

We are pleased to invite you to participate in the **West Virginia University Homecoming Parade on Friday, September 30, 2016**. The parade begins at **6:30 p.m.** and all of our participants must be in the appropriate location by **5:30 p.m.**

We are always encouraged by the University and community response to this activity that all seem to enjoy. But, for our parade to be successful, we need to insure that all participants are well informed of the City of Morgantown and University guidelines for this event. Please make sure you and your organization read and understand the enclosed **Homecoming Parade Rules and Regulations.**

To expedite the planning of the parade, please complete the enclosed application and return a **$50.00 entry fee** as indicated below:

Make all checks payable to WVU S.H.O.P. and indicate "Homecoming Parade" on the memo line of the check. Entry fee is due with the application. No cash or ATM cards will be accepted.

Groups/Individuals which are <u>exempt</u> from the $50 fee:

- Non-Profit Organizations
- Pageant Winners (Mr. & Miss)
- WVU Student Organizations & Departments
- WVU Fraternities & Sororities
- Current Public Officials

Every other group, including political candidates who are not a current public official, will have to pay the $50 entry fee to be allowed entry into the parade. These fees go directly to our WVU S.H.O.P. (Students Helping Other People) program. This program, through our office, provides funds to underprivileged Morgantown-area children to purchase presents, clothes, and jackets for themselves and/or their families for the holidays. Even if you are exempt, please consider making a donation, of any amount, to this program.

Application deadline is Friday, September 16, 2016. Entries <u>must</u> be postmarked by this date. There will be an additional $10.00 fee for late applications.

If you have any questions regarding the West Virginia University Homecoming Parade, feel free to contact our office (304-293-4397). We look forward to your participation in our annual Homecoming Parade and other activities at West Virginia University.

Sincerely yours,

Madison Haught
Homecoming Coordinator – Office of Student Engagement and Leadership

OFFICE USE ONLY
Paid ____
Confirmation ____

WVU Homecoming Parade Application
Friday, September 30, 2016
Line-up begins at 5:30 p.m. – Parade begins at 6:30 p.m.

Entry Name/Title: _____

Type of Unit: Float Band Car/Truck Walking Unit

Other (Please Specify): _____

Affiliation: WVU Unit Commercial Elected Public Official Non-Profit

Political Candidate Other (Please Specify):_____

Contact Person:_____

Address:_____

Daytime Phone:_____**Evening Phone:**_____

E-mail Address:_____

WVU will no longer be providing signs for your car. Please feel free to make or purchase your own for use in the Homecoming Parade.

I agree to the conditions of participation for the 2016 WVU Homecoming Parade outlined in the attached document. I assume full responsibility for the adherence of these conditions by all participants for the unit described above. I understand parade units will undergo a safety inspection prior to the start of the parade. WVU and/or the City of Morgantown will deny participation of any parade unit that does not comply with the stated conditions. **Entry fee is $50.00 and is due with the application. Write checks payable to WVU S.H.O.P. Check the front page for a list of entrants who are exempt from this fee. There is no refund for inclement weather. Parade runs regardless of weather.**

Signature_____Date_____

Application Deadline is Friday, September 16, 2016
There will be an additional $10.00 fee for late applications.

Return application to:
Madison Haught, Office of Student Engagement and Leadership, Student Organizations Wing, Mountainlair, P.O. Box 6444
Morgantown, WV 26506-6444
Email: mjhaught@mix.wvu.edu
Fax 304-293-4104
Call 304-293-4397 for more information.

Conditions of Participation in the WVU Homecoming Parade 2016

All parade participants must adhere to the following conditions:

1. Flame retardant material must be used on all floats and parade units.

2. Maximum float length is 40 feet. Maximum float width is 15 feet. Maximum float height is 10 feet from bed of truck.

3. Maximum capacity of **10** persons per float.

4. Live animals must be leashed or caged, with up to date shot records on file. Also, all animal waste must be removed immediately during the parade.

5. Alcoholic beverages, beer or liquor, and any type of drug use strictly prohibited by any participant in parade.

6. All vehicles must have sufficient gasoline to proceed through the parade route.

7. Auxiliary combustion engines (lawn mower type) are prohibited on the parade unit.

8. Generators may be carried on towing vehicles with secure, approved extension cords running to the float.

9. **An approved and inspected fire extinguisher of ABC rating (5-lb. minimum) is required on all floats**.

10. Any person riding in a concealed area on a float must have easy means of escape.

11. Use of combustible materials on any parade unit is strictly prohibited (included tissue paper, corn stalks, hay bales). Colored tissue paper may be used if attached in chicken wire (If colored tissue is used a person must walk beside the float with a fire extinguisher.).

12. Participants in cars are responsible for providing their own parade car.

13. Units must proceed in a straight line down the center of the street.

14. No items, including but limited to, candy or campaign items/materials, may be thrown from any unit. Units that do so will be immediately removed from the parade.

15. Participants must pick up any thing that falls off a unit during the parade route.

16. Units must maintain a distance of 15 feet behind the preceding unit.

17. At the end of the parade, units including cars, floats, or people walking, must obey directions of parade personnel. Failure will result in immediate ejection from the parade and prevent future participation in any subsequent parades.

18. WVU reserves the right to refuse any potential participant based on WVU's rules, policies, and procedures.

19. The Morgantown Fire Department retains the right to deny participation to any float or other conveyance that does not comply with these guidelines or may present any other safety concerns.

Failure to adhere to conditions will result in ejection from parade.

Questions regarding fire prevention guidelines should be directed to:

Morgantown Fire Department at 284-7480