

STATE OF VERMONT  
DEPARTMENT OF BUILDINGS & GENERAL SERVICES

WATERBURY STATE OFFICE COMPLEX (WSOC)  
HORSESHOE LAWN GUIDELINES

The sweeping Horseshoe Lawn and drive dominate the landscape between Main Street and the early buildings associated with the Vermont Hospital for the Insane constructed in the 1890s. It was originally the main drive to access the Center building (currently the "E" building) but was changed soon after to the horseshoe shape, to accommodate one-way traffic. The State of Vermont manages these facilities as a campus of office buildings, surrounded predominantly by maintained lawns or paved driveways and walkways. Countless gatherings, recreational activities, events, public demonstrations and ceremonies have taken place on and around this lawn. As such, the horseshoe lawn is considered a public forum and can be seen as one of Vermont's community front yards. The following rules and regulations have been developed in that spirit – to simply ensure that the Lawn and surrounding grounds continue to be protected and made available for ongoing service in the years to come.

The process to request scheduling of the Waterbury State Office Complex Horseshoe Lawn can be found on page 4 of this guidelines document. The process is managed through the Department of Buildings & General Services Request to Use State Facilities (RUSF) process.

A. PROTECTION OF THE HORSESHOE LAWN

1. Vehicles

- a. No vehicles of any type (including agriculture vehicles) are allowed on the lawn.
  - i. A waiver may be considered on a case-by-case basis for vehicles with a maximum total weight of less than 1,000 pounds.
- b. Skateboarding, roller skating, rollerblading, and biking are not allowed on the steps, railings, or benches.

2. Banners & Signs

- a. Do not fasten banners or nail signs to trees, light posts, buildings.

3. Clean Up Following Event

- a. Following each event, the Horseshoe lawn must be returned to the same condition as existed prior to the event.
  - i. The event organizer is responsible to clean up the grounds at the conclusion of the event.
  - ii. All trash is the responsibility of the event organizer
- b. Following each scheduled event, the Department will inspect the Lawn to ensure:
  - i. Trash and debris are removed from site
    1. All trash must be disposed of in an existing trash container or taken away.
  - ii. Pet/animal owners have properly removed any animal waste.
  - iii. There has been no damage to the Lawn.
- c. Any remaining cleanup or repairs will be arranged by the Department and will be billed to the organization using the Lawn.
- d. **CONDITION OF PROPERTY:** The Applicant agrees to leave the premises in a condition equal to that at the time of possession. The authorized representative shall be responsible for assuring compliance with this paragraph. Failure to comply may result in

civil action for damages under 29 V.S.A. Sec. 4 and may result in the denial of future requests for use of State property.

4. **Flower Beds**
  - a. Keep people and animals out of the flower beds.
5. **Climbing**
  - a. Climbing in trees is prohibited.
  - b. Climbing on art sculptures is prohibited (e.g., sheep on nearby lawn)
  - c. Climbing on or hanging from the light posts is prohibited
6. **Digging/Excavation -- Disturbance of the Horseshoe Lawn**
  - a. Any digging/excavation/disturbance of the turf must be approved in advance by the Department of Buildings & General Services.
  - b. Cleats and other footwear that would damage the turf are prohibited.
7. **Chalk, Paint, and Candle Wax**
  - a. Chalk, paint, candle wax, or any other material that require cleanup must be kept off the walks, steps, etc.
  - b. Any necessary cleanup will be arranged by the Department and billed to the organization using the Lawn.
8. **Tents**
  - a. No large tents or portable structures are allowed without prior approval (larger than 10x10)
  - b. Tents cannot be left overnight
  - c. The actual placement of any approved tents must be coordinated by the event organizer with the BGS Maintenance supervisory staff (802-241-6547)
  - d. Tents must be tied or weighted down to prevent movement by the wind.
9. **Pets or Animals**
  - a. Pets and animals must be attended and under control.
  - b. Pet/animal owners must properly remove any animal waste.
10. **Fires**
  - a. No open fires are allowed on State property
    - i. A waiver may be granted for permitted barbeque/grilling equipment used for cooking food to be consumed during a permitted event.
11. **Weapons/Firearms/Explosives**
  - a. No firearms, explosives, dangerous weapons or components to fabricate such devices whether in open or concealed possession are allowed in State facilities and are discouraged on the Horseshoe Lawn.
12. **Drones**
  - a. Drones are allowed on the Horseshoe Lawn only when associated with a request from
    - i. A State of Vermont agency/department
    - ii. A State of Vermont institute of higher education
  - b. Must comply with all state/federal laws and regulations
  - c. A copy of certification, obtained from the Agency of Transportation Aviation, must be provided.

- d. Application can be requested through the Request to Use State Facilities process explained on page 4, Item #12.

**B. TO ENSURE ONGOING AVAILABILITY OF THE HORSESHOE LAWN**

**1. Noise Level**

- a. During normal business hours, sound/music/noise must be kept to a level that will not disrupt/distract business in the nearby office buildings.
- b. No breach of the peace which impedes or disrupts the orderly conduct of State business.
- c. The Department of Buildings & General Services reserves the right to
  - i. Determine whether the sound/music/noise is excessive,
  - ii. Request that the volume be modified, and
  - iii. Revoke permission to be on the Lawn for non-compliance

**2. Conduct**

- a. No destroying, defacing, or damaging any State property.
- b. No stealing or unlawfully removing/relocating State property.

**3. Commercial Purposes**

- a. The Lawn may not be used for commercial purposes
  - i. No vendors are allowed to sell their wares on the Horseshoe Lawn.
  - ii. No soliciting, panhandling, or vending
  - iii. No displaying or distribution of commercial advertising

**4. Alcohol**

- a. The sale or consumption of alcoholic beverages is prohibited without the permission of the Commissioner of Buildings & General Services or designee.

**5. Smoking**

- a. The use of tobacco products on the Horseshoe Lawn is prohibited.
- b. Smoking is prohibited on the Horseshoe Lawn in accordance with Title 18, Chapter 37, Section 1742 <http://legislature.vermont.gov/statutes/section/18/037/01742>

**The Vermont Statutes Online**

**[Title 18: Health](#); [Chapter 037: Smoking In Public Places](#)**

**§ 1742. Restrictions on smoking in public places**

(a) The possession of lighted tobacco products in any form is prohibited in:

- (1) the common areas of all enclosed indoor places of public access and publicly owned buildings and offices;
- (2) all enclosed indoor places in lodging establishments used for transient traveling or public vacationing, such as resorts, hotels, and motels, including sleeping quarters and adjoining rooms rented to guests;
- (3) designated smoke-free areas of property or grounds owned by or leased to the State; and
- (4) any other area within 25 feet of State-owned buildings and offices, except that to the extent that any portion of the 25-foot zone is not on State property, smoking is prohibited only in that portion of the zone that is on State property unless the owner of the adjoining property chooses to designate his or her property smoke-free.

6. Electrical Service

- a. The State will provide electricity at no charge if you utilize the existing circuits.

7. Port-o-Lets

- a. Port-o-lets are suggested in anticipation of large group gatherings, particularly on weekends.
- b. BGS reserves the right to require port-o-lets for large group gatherings
- c. The actual placement of any approved port-o-lets must be coordinated by the event organizer with the BGS Maintenance supervisory staff (802-241-6547).

8. Sound System/Podium

- a. The event organizer must provide any needed podium or sound/amplifying system or equipment.

9. Overnight camping

- a. Overnight camping is not allowed.

10. Lighting

- a. The lights along the walkways, drives and Main Street will not be turned off due to safety and security concerns.

11. Access to WSOC Porch Areas

- a. Permission to use the Horseshoe Lawn and associated grounds does not include use of the porch areas, as it could be disruptive to the events inside the State office space.
  - i. A waiver may be considered on a case-by-case basis.

12. Process for Scheduling Use of the Horseshoe Lawn

- a. Anyone seeking to schedule the Horseshoe Lawn must submit the Request to Use State Facilities (RUSF) form which is available online.
- b. The form can be found at the BGS website at the following link.  
<http://bgs.vermont.gov/content/request-use-state-facilities> . This is a "click to submit" form.
- c. This link will take you to the rules governing use of any State facility or grounds:  
[http://bgs.vermont.gov/commissioner/facilities\\_rules](http://bgs.vermont.gov/commissioner/facilities_rules).

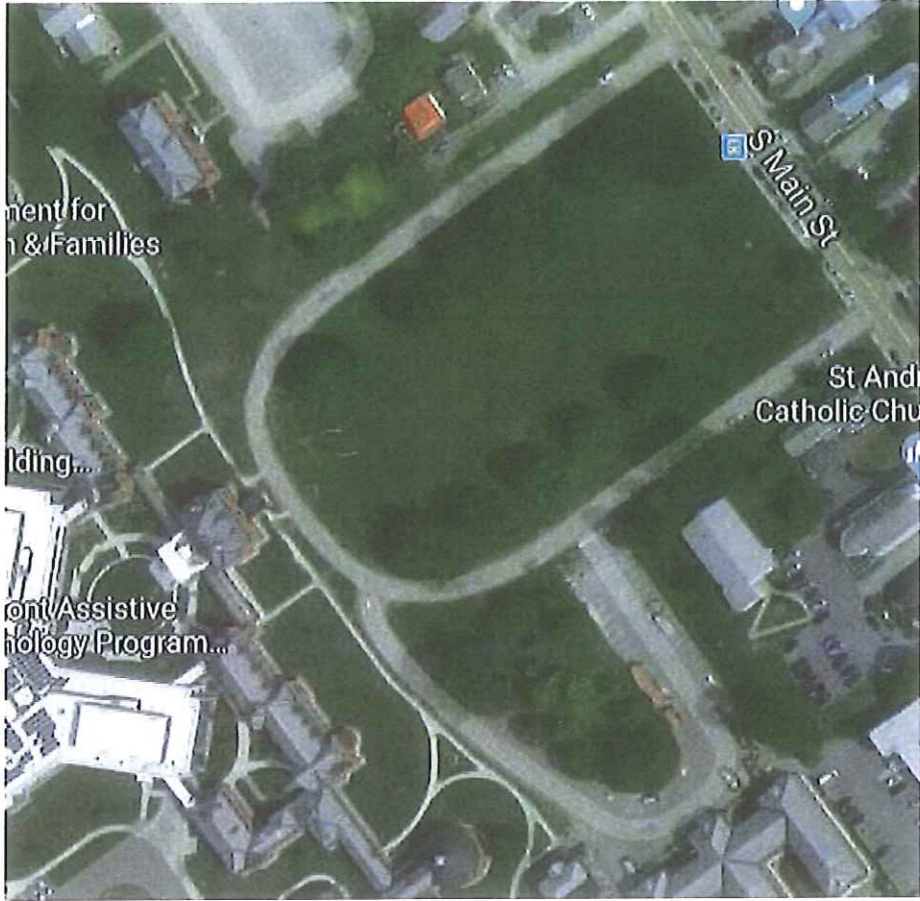
APPROVAL:



Christopher Cole, Commissioner  
Department of Buildings & General Services

3.6.19

Date



[https://vermontgov-my.sharepoint.com/personal/deb\\_ferrell\\_vermont\\_gov/Documents/RUSF/WSOC/Horseshoe Lawn Guidelines/2019-03-01 DRAFT - Horseshoe Lawn Guidelines -CJC-DWF.docx](https://vermontgov-my.sharepoint.com/personal/deb_ferrell_vermont_gov/Documents/RUSF/WSOC/Horseshoe%20Lawn%20Guidelines/2019-03-01%20DRAFT%20-%20Horseshoe%20Lawn%20Guidelines%20-%20CJC-DWF.docx)