

**WEST VIRGINIA UNIVERSITY HOMECOMING 2017
HOMECOMING PARADE PARTICIPANT PACKET**

Dear West Virginia University Homecoming Parade Participant:

We are pleased to invite you to participate in the **West Virginia University Homecoming Parade on Friday, October 13, 2017**. 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. However, for our parade to be successful, we need to ensure 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 the **entry fee** as indicated below:

Make all checks payable to WVU Student Engagement & Leadership and indicate "Homecoming Parade" on the memo line of the check. Entry fee is due with the application. No cash or credit cards will be accepted.

Please note the fee structure below for all entries:

West Virginia University (Student Organizations & Departments)

- Walking Units w/ no vehicles - \$25
- Vehicles or Floats (with or without walkers) - \$50

Non-Profit Organizations

- Walking Units w/ no vehicles - \$25
- Vehicles or Floats (with or without walkers) - \$50

Community Organizations

- Walking Units, Vehicles, or Floats - \$75
- Pageant Winners (Mr. & Miss) – Fee Exempt
- Marching Bands – Fee Exempt

Incumbent or Candidate for Public Office (Political Official)

- Walking Units, Vehicles, or Floats - \$100

Application deadline is Friday, October 6, 2017. Entries must be postmarked by this date. There will be an additional \$25.00 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 at West Virginia University.

Sincerely,

Susan Fusco
Operations Manager, Student Engagement and Leadership

**WVU 2017 HOMECOMING PARADE APPLICATION FORM
FRIDAY, OCTOBER 13, 2017**

LINE-UP BEGINS @ 5:30 PM – PARADE BEGINS @ 6:30 PM

Entry Name / Title: _____

Type of Unit: Float / Vehicle ____ Walking Unit w/ no Vehicles ____ Marching Band ____

Other (Please Specify): _____

Affiliation: WVU ____ Non-Profit ____ Community Organization ____ Political Official ____

Other (Please Specify): _____

Contact Person _____

Local Address _____

Email _____

Phone Number _____

WVU does not provide 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 2017 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 due with the application. Write checks payable to WVU Student Engagement & Leadership. There is no refund for inclement weather. Parade will occur regardless of weather conditions.**

Signed: _____ Date: ____ / ____ / ____

**Application Deadline is Friday, October 6, 2017
There will be an additional \$25.00 fee for late applications.**

Return application to:

Susan Fusco, Student Engagement and Leadership
Mountainlair, P.O. Box 6444
Morgantown, WV 26506
Email: susan.fusco@mail.wvu.edu
Fax 304-293-4104
Call 304-293-4397 for more information

CONDITIONS OF PARTICIPATION - WVU 2017 HOMECOMING PARADE

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 anything 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