

**KILLINGTON MUSIC FESTIVAL
SUMMER 2023**

KMF Residency Program

INFORMATION PACKET

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Please read all of the materials in this packet carefully. Please **complete and sign all forms** and send them, along with **2 passport-size photos**, to the KMF office at **Killington Music Festival, PO Box 386, Rutland, VT 05702, by May 10, 2023**

THANK YOU!

Killington Music Festival Summer 2023

We have put together a variety of information to help you get here, decide what essentials to put in your suitcase, know what to expect during the festival, keep in touch with family and friends and more. If you find you still have questions after reading through the packet please call us at the Killington Music Festival's office: (802) 773-4003.

GENERAL KMF INFORMATION

Residency Program Dates: Sunday, June 25 thru Friday, July 21, 2023.

Check-In: Festival check-in starts at 11 AM on Sunday, June 25th at Mendon Mountainview Lodge. Before 11 AM, the inn will not be open to KMF participants. Check-in continues until everyone has arrived. You will be greeted by the KMF staff, and will receive your room assignment, picture ID card, and general information. An orientation meeting will follow in the early evening.

Check-Out: Festival Check-out is on the morning of **Friday, July 21, 2023.**

Summer Residency Mailing Address:

c/o KMF RESIDENCY PROGRAM
Mendon Mountainview Lodge
5654 US RT 4
Mendon, VT 05701

This address is designated for your personal mail. Please use this address, **NOT** the KMF PO Box, to avoid delays in receiving your mail. Forwarding of mail arriving in Mendon after July 21st unfortunately cannot be guaranteed, so please encourage family and friends to time their mailings to arrive before the Festival ends.

Housing: KMF housing and “headquarters” is **Mendon Mountainview Lodge**, 5654 US RT 4, Mendon, VT. You will receive your room assignment when you arrive.

Phones/Internet: At Mendon Mountainview Lodge, cell service and wi-fi is available.

Bedding/Towels: According to public health regulations, all beds must have sheets and a blanket. The inn will provide a set of sheets and towels free of charge. You are responsible for laundering these items.

Deposit: A security deposit of a \$200 check is payable at the Killington Music Festival when you check in. Method of payment is by check only. The deposit will be returned within 2 weeks after you vacate the room IF you pass room inspection (with no damage or missing items) and return all sheet music at checkout. Otherwise amounts will be deducted from the deposit to cover repair and/or replacement costs. If you notice any problems with the condition of your room when you check in, be sure to inform the front desk immediately.

Important Items to Bring:

Concert Attire: There are no specific requirements for what should be worn by student performers, beyond an expectation that all dress nicely. We suggest that every student bring an all-black outfit.

Please dress neatly for concert attendance, especially artist faculty concerts, which are attended by many of our sponsors and donors.

Stage Crew – You may be asked to help with stage crew. Please bring appropriate black attire.

Extra strings, an extra bow recently rehaired. Sheet music (including the piano parts!) for solos you wish to study (selected chamber music scores and parts can be borrowed from the KMF library) music stand, metronome, pencils and scotch tape. And be sure to bring your cell phone for communication purposes.

Summer weather on the mountain is generally warm and pleasant with cool evenings, occasional rain, and a few hot days. Be sure to bring short and long sleeve shirts; long pants for warm weather; a swimming suit; a jacket, sweater or sweatshirt; shoes appropriate for hiking; and your favorite brand of bug spray! Also, laundry pods to do your laundry.

For your health you may want to bring face masks, hand sanitizer and a couple covid tests.

What to Leave at Home: Some electrical devices and halogen lamps are prohibited in the inn. If in doubt, please give the KMF office a call. Also see “KMF Policies and Code of Conduct” on pp. 6-8.

Instruments: You are solely responsible for the condition, maintenance, and whereabouts of your instrument(s) during the festival (see page 13). Be sure to have any necessary repair work, including bow rehairs, done BEFORE you arrive.

Spending Money: You will need money for laundry (around \$5 per load), admission charges ranging from \$5-\$15 for optional activity trips, sheet music, CD's, souvenirs, snacks, etc. Consequently, *weekly* spending can vary considerably, from \$30 to \$70 on average. Credit cards are a useful alternative to cash. The transaction fees at ATM's in Rutland are significantly lower than the fees at Killington ATM's, so you may want to use an ATM during the trips to Rutland.

YOUR KMF SCHEDULE

From Monday through Saturday, the basic daily schedule is:

7:00-7:45 Breakfast

8:00 – 10:30 Individual practice (lesson) 10:45-12:00 Chamber music rehearsals (coachings)* or practice

11:45 - 12:45 Lunch

1:00 - 2:15 Chamber music rehearsals (coachings)* or practice 2:30-3:45 Chamber music rehearsals (coachings)* or practice

4:00 - 5:30 Masterclass or free time (activities scheduled)

5:30 - 6:15 Dinner

7:00 - 9:30 Concerts, Masterclasses

*Saturday afternoon chamber music rehearsals are, at the discretion of the KMF artistic director, optional unless your ensemble has a coaching. Longer trips are scheduled on Sundays, when there is no scheduled practice or chamber music periods.

Meals: Breakfast, lunch and Dinner is provided at above set times. Snacks and beverages throughout the day and night are the responsibility of the student. Refrigerators are provided for you in your room for any special dietary wants or needs. All meals are served at the restaurant area in Mendon Mountainview Lodge. Arrival during the first half-hour of meal times is recommended for the best food selection. On Sunday, brunch is served from 10:00 to noon, and dinner starts at 4:30 PM.

Concerts, Lessons, Coachings and Practice: Concerts featuring KMF resident artists take place on Friday evenings (except for the last week, which are on Wednesday & Thursday), and concerts in the Music in the Mountains series are performed on Saturdays. These concerts are at 7:00 PM at Ramshead Lodge. There will also be several important Outreach Concerts in Rutland and the surrounding region. A schedule of these events and participants will be posted on the **KMF Bulletin Board** at Mendon Mountainview Lodge. On the Bulletin Board you will find information on your lesson, masterclass, and ensemble assignments and coaching times/places. These schedules are updated often, so be sure to check the Board several times a day for any changes.

Activities: The KMF resident staff organizes a variety of daily and weekly activities, both on and off campus. Informal team sports are played several times weekly. Library trips to borrow books (local library cards are issued on your first visit to the library and a fee is charged) and use the internet (free of charge, no library card needed) are also scheduled regularly. Hiking trips, shopping and movie trips to Manchester, and outings to other popular Vermont destinations are also organized. Schedules and sign-up sheets for these and other activities are posted on the **KMF Activity Board** at Mendon Mountainview Lodge. Be sure to provide the Off Campus Permissions Form on pg. 14.

TRAVEL INFORMATION

KMF IS NOT RESPONSIBLE FOR ARRIVAL OR DEPARTURE TRANSPORTATION

Send Back the Travel Form (see page 9)! Please let us know your travel plans by completing and returning the travel form along with the other forms by May 10th. **Plan to arrive at Mendon Mountainview Lodge between 11 AM and 3 PM on Sunday, June 25, 2023. Plan to depart in the morning or early afternoon on Friday, July 21, 2023.**

If you're planning to travel by plane, our closest airports are Rutland Southern VT Regional Airport (30 min. away), Lebanon Municipal Airport (1 hour away), Burlington International Airport (1-1/2 hours away), Albany International Airport (2 hours away), and Boston Logan International Airport (3 hours away).

There is also an Amtrak train, Vermont Translines bus and Greyhound bus, all with service directly to Rutland.

The Bus runs a free shuttle every hour from the Rutland Transit Center (where VT Translines and Greyhound are located) to Killington and stops at the Mendon Mountainview Lodge.

Mendon Mountainview Lodge is about 20-30 minutes from Rutland. While we do not intend to promote a particular service, we are aware that Tri State Transportation (802-855-3130) provides airport shuttle service from the airports above and taxi service from Amtrak train station and bus drops. **Do book your airport shuttle and taxi needs in ADVANCE.**

By Car to Mendon: You will find Mendon to be very accessible by car. The Mendon Mountainview Lodge is located at **5654 US RT 4, Mendon, VT**. From New York City, allow about five hours' travel time; from Boston, 3 hours; from Albany, NY, 2 hours; from Hartford, CT, 2-1/2 hours.

KMF POLICIES & CODE OF CONDUCT

The following rules and policies have been developed to ensure that the KMF experience is fun, productive, and safe for everyone. Please keep these pages with you for future reference.

I. RULES AND POLICIES

- 1. Check-In.** When you arrive, you must first check in at the Mendon Mountainview Lodge, where you will receive your room assignment and other important information at the front desk. At this time you need to turn in any missing forms and take care of any outstanding tuition payments. Upon payment of the security deposit to the inn (see below), you will receive your room key.
- 2. Smoking.** Smoking is **NOT** allowed anywhere inside any of the facilities that comprise the **KMF campus**: anywhere within the perimeter of Mendon Mountainview Lodge and Pico Base Lodge. If you smoke outside, you must remove all litter or a clean-up charge will be assessed to your room.
- 3. Drug and Alcoholic Beverage Policy.** The possession or consumption of alcoholic beverages is **NOT** permitted anywhere on the KMF campus and in adjacent areas regardless of your age. Similarly, the possession or consumption of marijuana and illegal drugs is not permitted, regardless of whether marijuana or other controlled substance are procured legally. The possession or consumption of alcoholic beverages or marijuana and illegal drugs in violation of this rule is grounds for immediate dismissal from the program with no refund. If you have a doctor's prescription for any drug it should be noted on your medical form, please follow your doctor's direction on its use.
- 4. Quiet Hours.** In all facilities, quiet hours are from 10:00 PM to 7:00 AM.
- 5. Curfews:** 12 years of age and under: in your own room by 10:00 PM. 13 to 17 years of age: in your own room by 11:00 PM. 18 years and over: in your own building by midnight. After 10 pm, no visitation in others' rooms is allowed. Anyone congregating after quiet hours should do it in the common areas.
- 6. Signing In and Out.** Before leaving the KMF campus for any reason, **all** students (regardless of age) must sign out, and must sign back in upon return. Sign-out sheets are located at the front desks of each facility. You do not need to sign out if you are leaving on a KMF-organized group activity supervised by a KMF staff member.

If you are under 18 **and have signed parental approval** (see the Off Campus Permissions Form on page 14), you need to check with a KMF staff member before leaving the KMF campus. To leave the KMF campus by car, you must have prior written parental permission and permission from a KMF staff member before you leave. For short walking trips, you are expected to go in small groups (**not** alone). Regular off-campus activities such as jogging are allowed for under-18s only with written parental permission on file.

7. **Visitation.** During practice hours, there is no visiting with other students. This includes telephone calls. Visitation hours are from 12:00 noon until quiet hours begin at 10:00 PM. The door **must** be propped open during visitation, except during chamber music rehearsals. Persons other than KMF participants, including relatives of participants, are not allowed to stay overnight in the inn and should check with a KMF resident staff member before visiting your room.

8. **Lobby and Restaurant Regulations.** The KMF campus lobbies and other public spaces must be kept clean and the noise level down. Food and drinks are not to be taken from the restaurant. Shoes must be worn in all public areas of the KMF campus.

9. **Room Deposit.** A \$200.00 security deposit must be paid to Killington Music Festival before moving into the room. This deposit represents your commitment that you will leave your room in the same condition that you found it. The deposit will be returned within two weeks after you vacate your room, and the costs of any damages or missing items will be deducted from it. If you discover damage to your room when you move in, tell the front desk staff immediately.

10. **Linen/Towel Rental.** One set of sheets and towels are provided free. All beds are required to have sheets or a covering at all times.

11. **Cleaning.** You are responsible for your room. Housekeeping is provided only for common areas and the hall bathrooms. Please place trash **in tied bags**, and only in the containers provided.

12. **Missing or Damaged Items.** The inn staff will also inspect for missing or damaged items. Replacement charges will be determined on a case-by-case basis.

13. **Rearranging Furniture.** You are not allowed to move furniture in rooms unless the staff gives you permission to do so. If you are a cellist and need a bed moved for string quartet rehearsals, please contact the front desk to arrange this.

14. **Forbidden Items in Room.** The electrical equipment allowed in your room is limited to charge cords, electric toothbrushes, electric curlers, hair dryers, curling irons, electric razors, radios, stereo systems, and fans. The following are **NOT** allowed in your room: halogen bulbs or lamps, water heaters, rice cookers, popcorn poppers, toaster ovens, coffee makers, hot pots, refrigerators, microwaves, or similar items. The use of an open flame or any other items that represent a potential fire hazard, especially **candles**, are **not** allowed under any circumstances. Pets are also not allowed anywhere on the KMF campus.

15. **Final Check-Out.** A few days before the festival ends, you will receive instructions for returning sheet music and making other necessary preparations for departure. If for any reason you must leave KMF early, please tell the KMF Dean of Students.

16. **Practice Hours.** From 8 AM-10:30 AM, you are expected to be in your room practicing unless you have a lesson. The KMF staff will do random daily checks to ensure that you are practicing consistently and effectively. Common spaces may not be used during this time except for practicing.

17. Lessons and Rehearsal Schedule. Keep your lesson and rehearsal times and places **posted on your door** and make sure to keep this schedule up-to-date. Normally, chamber music rehearsals and coachings take place in the afternoon but, if as a last resort you must have a morning chamber coaching/rehearsal, inform a KMF resident staff member beforehand and post the time and place on your door.

18. Inappropriate Behavior. Types of behavior including but not limited to the following will not be tolerated at KMF: a) non-observance of any of the above rules and regulations; b) running in hallways or causing disturbances; c) using obscenities or other inappropriate language; d) failure to observe acceptable concert etiquette; e) failure to follow instructions given by a KMF resident staff member; f) any behavior that puts others at risk of bodily or psychological harm; g) disrespect toward staff (hotel and KMF), resident assistants, artistic director, executive director, faculty, and other students. Disrespect toward any member of the KMF community will not be tolerated.

II. SANCTIONS

Depending on the seriousness of the violation of the rules, KMF may decide to give you a warning; impose a curfew earlier than the general curfew; notify your parents if you are under 18 years of age; or dismiss you from the program without a refund. A serious violation justifying immediate dismissal is one that, among other matters, threatens the ability of KMF to provide an appropriate atmosphere for its programs, harms you or another person or property, involves disrespect to KMF officers or staff, or that involves a violation of Vermont or federal law.

III. RULES ACKNOWLEDGEMENT

Please sign and return the release forms (on page 13 in the Forms section) to indicate that you have read, understood, and agree to abide by the above rules and policies throughout the 2023 Killington Music Festival.

TRAVEL FORM

**Be sure you have read the "Travel Information" on page 5 before filling out.
(Please Print)**

Name: _____

Address: _____

City: _____ State: _____

Country: _____ Zip: _____

E-Mail: _____ Cell Phone: _____

ARRIVAL METHOD

How are you planning to get to Killington? **Please check your choices below.**

I have a ride to and from Mendon

I am bringing my own car:

Car year/make/model: _____

License plate (state, #): _____

I am planning to travel by / **plane / train / bus** / (circle your transportation mode) through **Albany / Rutland / another location:** _____ (name of city) From there, I will get to Mendon via _____ (mode of transportation).

(Be sure to arrange your transportation into Mendon well in advance!)

ARRIVAL TIME

At about what time do you plan to arrive at Mendon Mountainview Lodge on Sunday, June 25 (check-in is 11 AM to 11 PM) _____

STUDENT HEALTH & MEDICAL AUTHORIZATION FORM

Student Name: _____ Date of Birth _____ Age: _____

Home Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Allergies: ___ Bees/Insects ___ Pollen/Dust ___ Medicines specify _____

___ Food Products specify _____

Please list all prescription medications you are presently using:

Do you have any physical condition(s) we ought to know about in case of an emergency?

___ Yes ___ No If yes, please specify: _____

Date of most recent tetanus immunization: _____

PARENT/GUARDIAN INFORMATION

Parent/Guardian Name: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

EMERGENCY CONTACT INFORMATION (IF DIFFERENT FROM PARENT/GUARDIAN)

Name: _____ Relation to Student: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

HEALTH INSURANCE INFORMATION

Health Insurance Company Name: _____

Policy Number: _____ Group Number: _____ Subscriber's Name _____

EMERGENCY CARE AUTHORIZATION

Name of Family Physician _____ Phone: _____

I, _____, give permission to the physician selected by the
(Parent/Guardian)

Killington Music Festival to treat _____ in an emergency.

(Name of Festival Attendee)

Signature _____ Date Signed _____

(Parent/Guardian if student is under 18 years old)

**INJURY & ACCIDENT RELEASE FORM
(for Students under the age of 18)**

I, the undersigned, individually and as a parent(s) and guardian(s) of

(Name of Festival attendee)

a minor, do hereby agree to release, discharge, and hold harmless Killington Music Festival, Inc., its officers, agents, and employees of and from all causes, liabilities, damages, claims, or demands whatsoever on account of any injury or accident involving the said minor arising out of the minor's attendance at the Killington Music Festival or in the course of activities held in connection with the festival.

I have read the KMF Policies & Code of Conduct document of the Killington Music Festival. I agree to the rules and regulations set forth in the document, and I am aware of the consequences that will result from said minor violating the rules and policies of the festival.

Both signatures requested:

Father's/Guardian's Signature

Mother's/Guardian's Signature

**INJURY & ACCIDENT RELEASE FORM
(for Students over the age of 18)**

I, the undersigned,

(Print name)

do hereby agree to release, discharge, and hold harmless Killington Music Festival, Inc., its officers, agents, and employees of and from all causes, liabilities, damages, claims, or demands whatsoever on account of any injury or accident involving me, arising from my attendance at the Killington Music Festival or in the course of activities held in connection with the festival.

I have read the KMF Policies & Code of Conduct document of the Killington Music Festival. I agree to the rules and regulations set forth in the document, and I am aware of the consequences that will result from my violating the rules and policies of the festival.

Signature

INSTRUMENT RELEASE AND WAIVER OF LIABILITY

I, the undersigned and participant in the Killington Music Festival, recognize that musical instruments may be fragile and valuable, and hereby agree to accept and assume all risks of injury to any instruments I bring to the festival. I hereby release and hold harmless myself, my heirs, guardians and legal representatives of Killington Music Festival, Inc., their agents, employees, trustees and any other persons involved in the Festival from any liability for any injury or damage to my instrument(s), whether from anyone's negligence or not, or any other cause, arising from my participation in the Killington Music Festival and its related activities.

Student name (please print): _____

Student signature: _____

Parent/Guardian (if student under 18 years) _____

Date: _____

PLEASE ATTACH PROOF OF INSURANCE

AGREEMENT TO KMF POLICIES & CODE OF CONDUCT

On pages 6 - 8 you will find the official rules and policies of the Killington Music Festival.

Once you have read them, please sign and date below.

AGREEMENT

I have read and understood the KMF Policies & Code of Conduct sections of the KMF Information Packet. I agree to abide by these rules and policies. I am aware that an infraction of the rules and policies may result in my dismissal from the festival without refund of tuition.

Print Student's Name

Student's Signature

Date Signed

Print Parent/Guardian Name if child is under 18

Signature of Parent/Guardian

Date Signed

OFF CAMPUS PERMISSIONS FORM

Permissions for students UNDER 18 years of age

All KMF participants **must always sign out** before leaving the KMF campus, regardless of age. Sign in is also required upon return.

Participants under the age of 18 are not allowed to ride in the vehicles of other participants. However, exceptions can be made below with parental permissions:

- I give my child permission to ride in a vehicle operated by another KMF participant. I understand that my child must also get permission from KMF staff before leaving.

Participants under the age of 18 are not allowed to leave the KMF campus. However, exceptions can be made below with parental permissions:

- I give my child permission to exercise off campus without supervision (i.e. taking a morning jog). Student should still sign out, but may leave without express KMF staff approval.

- I give permission for my child to leave campus with a group of other students without staff supervision (i.e. walking to the market). Student should still sign out **and** activity must first be approved by KMF staff.

Signature of Parent/Guardian

Date Signed

MEDIA / PHOTO RELEASE FORM

Killington Music Festival publicizes Festival news in newspapers. In addition, students are also featured in photos, the KMF website, and advertisements to promote the Festival. In order to do this, we ask you for the following information.

NOTE: If you do **NOT** want such information released, please initial here: _____.
However, we do ask that you complete sections 1 and 2 of this form.

1. STUDENT INFORMATION:

Student's Full Name (first, middle, last) _____

Home Address _____

City

State

Zip code

2. PARENT OR GUARDIAN INFORMATION (if applicable):

Father's Name _____

Father's Address _____

Mother's Name _____

Mother's Address _____

Guardian's Name _____ Relationship _____

Guardian's Address _____

Student Signature

Date

Parent or Guardian Signature (if under 18)

Date

KMF CHECKLIST

Please complete this Checklist and include it with your photos and forms.

Student Name: _____ **Age:** _____

Tee Shirt Size: _____ **Date:** _____

Please give us your Twitter and or Instagram user name for ongoing updates.

Twitter _____

Instagram _____

The following items, due at the KMF Office by May 10, 2023, are enclosed in this envelope:

- 1) 2 PASSPORT-SIZE PHOTOS (for your KMF ID card; please label them with your name on the back!)**
- 2) TRAVEL FORM (page 9)**
- 3) STUDENT HEALTH FORM & MEDICAL AUTHORIZATION (page 10)**
- 4) INJURY & ACCIDENT RELEASE FORM (page 11)**
- 5) INSTRUMENT RELEASE & WAIVER OF LIABILITY (page 12)**
- 6) AGREEMENT TO KMF POLICIES & CODE OF CONDUCT (pg. 13)**
- 7) OFF CAMPUS PERMISSIONS FORM (page 14)**
- 8) MEDIA/PHOTO RELEASE FORM (page 15)**