

## **Historic St. Mary's City Vehicle Access and Site Protection Procedures**

1. **General.** This memorandum describes the policies and procedures for use of HSMC facilities by non-HSMC organizations and caterers who provide deliveries or support events on Commission property. These policies and procedures attempt to balance the requirements to provide reasonable opportunities for deliveries and setup/take down for organizations/caterers, and to protect the buildings and grounds of HSMC from damage caused by vehicles, equipment, tents, etc. All HSMC staff are responsible for understanding these procedures and for assisting in their enforcement.
2. **Affected HSMC Areas.** For purposes of this memorandum, "Town Lands" refers to the Town Center, the Chapel Field, the Indian Hamlet, the Waterfront, the Plantation, and the Governor's Field areas.
3. **Access Permission.** With the exception of normal deliveries to the Farthing's Gift Shop or to the kitchen vending machines, the driver of a non-HSMC vehicle wishing to drive their vehicle on the Town Lands must check in with their HSMC contact or a responsible museum staff person who will supervise transit and setup on HSMC property. This escort should be arranged by prior contact with HSMC.
4. **Vehicle Restrictions.** Non-HSMC vehicles are not permitted to drive on or across the painted asphalt pathways around the Town Lands. The pathways are not warranted to withstand the weight of vehicles, and were designed as pedestrian pathways only.
5. **Governor's Field Access.** The only authorized access for non-HSMC vehicles to the Governor's Field and State House areas is through the paling fence gate next to the State House Parking Lot, or through the Dove access road gate. Heavy vehicles (larger than a normal pickup truck) must not drive across the exposed tree roots on the Trinity Church side of the State House to avoid damaging these trees.
6. **Other Town Lands Access.** Non-HSMC vehicle access to other Town Land areas via the Brome-Howard gate (Rt. 584), the Chapel Field gate (Rt. 5), the Plantation pathway, or the Visitor Center bridge is not authorized unless specifically approved by the Chief Operating Officer or his designated representative, and then on a case-by-case basis. All gates should be closed behind authorized traffic.
7. **Farthing's Area Access.** Vehicles making normal deliveries to the Farthing's Ordinary, Kitchen, or Arbor area may use the Farthing's service gate (Service Road A), but must remove their vehicle(s) immediately after unloading. These vehicles do not require check-in prior to delivery. The Service Road gates should normally be closed and should be closed behind the vehicle. No non-HSMC

vehicles are allowed to enter the Farthing's/Pavilion area through the Farthing's area main pedestrian entrance (old Service Road B).

8. **Vehicle Loitering.** All non-HSMC vehicles coming on to Town Lands are authorized only to drop off equipment and to immediately return to the parking lot(s) after unloading. Vehicles will not be allowed to remain parked on Town Lands after unloading. Exceptions will be as authorized by the Chief Operating Officer, or his designated representative, and then generally only for pre-authorized food vending vehicles selling food on the site, vehicles required and approved for event functions, or service vehicles actively involved in repairs, installations, etc.
9. No objects such as tables, chairs, decorations, etc. should be propped against or hung from any of the period fences on the site. Many of these fences have false supports in the ground, or are extremely fragile and cannot support the extra weight.
10. No one is authorized to dig or drive stakes into the ground anywhere around the Town Lands unless the area has been specifically cleared by the Research Department for such activity.
11. Materials that may end up on the ground (such as confetti) must be biodegradable.

**NOTE: THERE WILL BE OCCASIONS WHEN NO VEHICLES ARE ALLOWED TO DRIVE ON THE TOWN LANDS DUE TO EXCESSIVE RAIN AND THE SUBSEQUENT SOFTNESS OF THE SOIL.** While this may make deliveries and event setup/teardown difficult, protection of the Town Lands takes precedence. This decision will be made by the Chief Operating Officer or his designated representative.