PRIVATE EVENT REGISTRATION

ELIOT HOUSE

Instructions: Please fully complete and submit this form to the Resident Dean's Office by **no later than Thursday at 12:00 p.m**. for events on Friday or Saturday. Please note that host(s) must meet with Resident Tutor prior to any private event to review safety and security issues. Each suite member must complete and sign the form agreeing to have a party in the suite. Large parties or parties sponsored by Collegewide student organizations must consult the memorandum "*Procedures for Sponsoring All Parties*."

Host(s) – Members of the Suite

Host(s) are responsible for checking IDs and monitoring the activities of guests, with the objective of promoting compliance with these guidelines, Harvard College policy, and Massachusetts law

(Note: For events where alcohol is to be served, host(s) are required to be at least 21 years old and must be a resident of the suite.)

First & Last Name	*Signature*	*Date of Birth*	*21? Y/N*	*Cell Phone Number*	*I have read and understand the alcohol-related policies.*
					☐Yes
					☐Yes
					☐Yes
					☐Yes
					☐Yes
					☐Yes
					☐Yes
					☐Yes
					☐Yes
					☐Yes

Event Day and Date:	Location:
Start Time:	End Time (no later than 2:00 a.m.):
Number of Expected Attendees:	Will you be serving alcohol? ☐Yes ☐No
Type of Alcohol (if applicable): ☐Beer ☐Wine ☐Liquor Do you know that hard alcohol in punch bowls or as shots significantly increases the risk of over consumption? Dangerous drinking increases the liability of the host and violates college policy.	
Do you accept responsibility for observing hosting laws and College policies? ☐Yes	Will you intervene or seek help if you see dangerous activity? On call tutor- 617-549-7742 ☐Yes HUPD - 617-495-1212
Detailed Description of Food and Alternate Beverages Available:	
Do you accept responsibility for the safety of your guests? This includes leading guests out during a fire alarm; keeping control of any alcohol; not serving alcohol to intoxicated students; and providing food and non-alcoholic beverages whenever alcohol is being served. ☐Yes	
If you are interested in hosting a party for a student group/organization, Eliot House only allows them to be held in the Eliot Grille. Reserve the Grille ☐ Yes	

RESIDENT TUTOR & RESIDENT DEAN REVIEW

Prior to hosting a party, student host(s) must meet with the Entryway or On-call Tutor to discuss plans for the event and to obtain approval. Then please drop the form off in the House Office for review.

Entryway Tutor or Tutor-on-Call Signature: _____ Date: _____

Resident Dean Signature: _____ Date: _____

COLLEGE RULES FOR PRIVATE EVENTS IN HOUSES

1. Events are by personal invitation only, and advertising is prohibited.

2. Students who wish to host events with alcohol must be 21 years of age. If the private event is to be held in a suite, the hosts must be residents of the room in which the private event will be held. The Host must be present at all times during the party.

3. Non-alcoholic beverages and food must be served throughout the event; alcohol beverages may not be served unless non-alcoholic beverages and food are being served at the same time.

4. Alcohol service must cease immediately if non-alcoholic beverages and food are not available.

5. Host(s) must be present for the entire event, and must monitor the event and make sure there is no underage drinking.

6. Tutors or other House residential staff will check in at least once throughout the course of the event by knocking on the door, asking for the host, and observing if the party is in good order and in compliance with College and House policy, as well as state law.

7. If the Tutor has concerns that the event is not being managed well, the Tutor will speak with the host(s) about the concerns, require that the host(s) resolve the concerns, and recheck the event in approximately 15 minutes. If the concerns are not properly addressed, the Tutor will take steps to shut down the event.

ELIOT HOUSE PARTY POLICY

1. Parties are allowed on **Fridays** and **Saturdays** only. They are not allowed the night before big exams GMATs, GREs, LSATs.

2. A party is defined as twice the number of students in the rooming group plus two.

3. The house limit is two parties per night. Party forms are handed out on a first come first served basis in N-22, the house office.

4. The student who signs as the person responsible for alcohol consumption is exactly that: **responsible**. Be sensible and careful of yourselves and others. Do not allow underage friends to drink and **never** allow **anyone** to become drunk at your party. As host, you are responsible for the tone of the party. Plan accordingly. If you feel that your party is moving beyond your control do not hesitate to call the entryway tutor or the tutor on call, whose name and number will be on the party form and also posted in the breezeway.

5. Any damage that occurs in the entryway on the night of the party will be charged to the rooming group which held the party.

6. You must have food and non-alcoholic drinks available at all times that alcohol is being served. When you run out of food and alternative beverages, it is your responsibility to close down the alcohol availability.

TIPS TO MINIMIZE THE ENVIRONMENTAL IMPACT OF YOUR PARTY

1. Recycle all SOLO CUPS, cans and bottles (i.e. plastic, aluminum, and glass). Remember to empty all containers

2. Encourage attendees to bring their own cup or mug. Alternatively, try to have people just use one cup and buy cups made of recycled material. Have a marker so people can label their cups.

3. Strategically place bins or bags for collection. It usually helps to have trash and recycling next to each other, but clearly labeled (even with samples of what goes in) to avoid communication and save you time sorting later.

4. Buy items in bulk rather than individually wrapped. Serve finger food - pre-sliced fruit, cake, etc so people can just grab and go.