



LOWELL HOUSE
 HARVARD UNIVERSITY
 10 HOLYOKE PLACE, CAMBRIDGE, MASSACHUSETTS 02138
 617/495-2283, FAX 617/495-2523

Grille Party Expectations

The Lowell House Grille is valuable common space, and all users must take responsibility for leaving the room in good condition. As host(s) of a Grille party, please take particular care.

A few things to note:

- As the Lowellian sponsor(s), you are expected to be present for the duration of the event and to be available to speak with tutors, guards, students, etc. who may come with concerns or questions.
 - Grille events are to be kept open to interested Lowellians, but please keep an eye on the room capacity (100 people maximum) and on keeping things under control. You are expected to turn away guests if there are too many people.
 - You must abide by the posted Grille rules, and the room needs to be returned to its original state *immediately* after the event ends. If you have checked out the kitchen key, you must clean the kitchen and return the key to the box in the building manager’s office. The janitorial crew comes in to clean early even on weekends, so anything you leave until the morning will have to be cleaned by them (which is unacceptable). If there are damages or cleaning costs, you may be held financially liable.
 - It can be hard for guests to find the bathrooms, so it might be a good idea to post signs. There are bathrooms below and next to the dining hall, as well as near the mailroom.
 - Please be mindful of excessive noise traveling in the basement hallways, stairwells, and outside P and O entryways. Keep the Grille doors closed and ask your guests not to gather in the hallways or courtyard.
 - You must sign this form **AND** fill out a party registration form. Arrange for your entryway tutor (or the O-entry tutor if they are unavailable) to sign off on the registration form, and turn the form in to the House office by the Thursday before your event at noon.
 - Your event must end by 2 AM. Clean up may continue after this time, however all music and loud noise must cease.
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I agree to these expectations and accept responsibility for this event:

Host(s):	Name	Phone	Signature
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Deliver this signed form to the House Office (A-22) by noon on the Thursday preceding your event.

PRIVATE EVENT REGISTRATION
LOWELL 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 the host(s) must meet with their Resident Tutor prior to any private event to review safety and security issues.

PART I – HOST INFORMATION

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 <i>(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.)</i>				
<i>First & Last Name</i>	<i>Signature</i>	<i>Date of Birth</i>	<i>Cell Phone Number</i>	<i>I have read and understand the alcohol-related policies.</i>
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes

PART II – EVENT DETAILS

Event Date:	Location:
Start Time:	End Time <i>(no later than 2:00 a.m.):</i>
Number of Expected Attendees:	Alcohol Available: <input type="checkbox"/> Yes <input type="checkbox"/> No
Type of Alcohol <i>(if applicable)</i> : <input type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Liquor	
Alcohol Delivered <i>(if applicable)</i> : <input type="checkbox"/> Yes <input type="checkbox"/> No	Date and Time of Delivery <i>(if applicable)</i> :
Detailed Description of Food and Alternate Beverages Available:	

PART III – RESIDENT TUTOR & RESIDENT DEAN REVIEW

Prior to hosting a party, student host(s) must meet with their Entryway Tutor (or another Resident Tutor who has agreed to be responsible for their entryway the night of the party) to discuss plans for the event and to obtain approval. Then they must submit the signed form to the Resident Dean's office by 12:00 p.m. on the Thursday prior to the party.

Entryway Tutor Signature: _____ Date: _____

Resident Dean Signature: _____ Date: _____

(See reverse side for suggestions to minimize the environmental impact of your party)

TIPS TO MINIMIZE THE ENVIRONMENTAL IMPACT OF YOUR PARTY

Recycle all SOLO CUPS, cans and bottles (i.e. plastic, aluminum, and glass). Remember to empty all containers and leave the caps off (but still recycle the caps).

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.

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.

Buy items in bulk rather than individually wrapped.

Serve finger food - pre-sliced fruit, cake, etc so people can just grab and go without needing plates/knives etc.

Buy local and/or organic food. Look for recycled content plates and napkins.