Grille Parties

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:

- **HOST PRESENCE:** As the Lowelian sponsor(s), you are expected to be present for the duration of the event.
- **ONLINE RESERVATION:** Submit the online form (http://www.fas.harvard.edu/~lowell/grilleform.html) and the House Office will check to see if that date is free. If so, your request will be added to the online Room Reservation system as a tentative reservation.
- **PERMISSION:** You must sign this paper form and **procure all signatures** on the Grille Party Registration Form and submit it by **Thursday noon** prior to the event. Forms go to A-22, House Office.
- **CROWD CAPACITY:** Grille events should be open to Lowellians in the House but keep an eye on the room capacity (100 people maximum). You are expected to turn away guests if there are more than 100 people.
- **NOISE:** 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.
- **BATHROOMS:** It can be hard for guests to find the bathrooms so please make an effort to direct them. There are bathrooms below and next to the dining hall, as well as near the mailroom.
- **CLEANING:** The Grille needs to be returned to its original state right after the event ends. 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. If there are damages or cleaning costs, you may be held financially liable for these costs.
- **END TIME:** Your event must end by 1 AM. Clean up may continue but all music and loud noise must cease.

I agree to these expectations and accept responsibility for this event:

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<th>Host(s):</th>
<th>Name</th>
<th>Phone</th>
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Deliver this signed form to the House Office (A-22) by noon on the Thursday preceding your event.

**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.
GRILLE EVENT REGISTRATION
LOWELL HOUSE

Instructions: Please fully complete and submit this form to the House Office by no later than Thursday NOON for events on Friday or Saturday. Please note that the host(s) must get all signatures prior to submission including approval by the Resident Dean.

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
(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.)

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<th>First &amp; Last Name</th>
<th>Signature</th>
<th>Date of Birth</th>
<th>Cell Phone Number / Email</th>
<th>I have read and understand the alcohol-related policies.</th>
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PART II – EVENT DETAILS

Event Date: Location:
Start Time: End Time (no later than 1 AM):
Number of Expected Attendees:
Alcohol Available: ☐ Yes ☐ No
Type of Alcohol (if applicable): ☐ Beer ☐ Wine ☐ Liquor
Alcohol Delivered (if applicable): ☐ Yes ☐ No Date and Time of Delivery (if applicable):
Detailed Description of Food and Alternate Beverages Available:

PART III – RESIDENT TUTOR & RESIDENT DEAN REVIEW

The host must meet with the Resident Dean and get her signature. The signed form needs to be delivered to the House Office by the Thursday NOON prior to the party.

Resident Dean Signature: ___________________________ Date: ____________