

LOWELL HOUSE PRIVATE PARTY REGISTRATION

Instructions: Please fully complete and submit this form to the Resident Dean's Office by no later than Thursday at NOON for events on Friday or Saturday. Please note that the host(s) must meet with their Resident Tutor prior to any private party.

"Party" is defined as anywhere from 10-25 people in a suite with food and drink. Any private party must end by 2:00am (on parties that start on Friday and Saturday nights), and during weekdays by the start of quiet hours, 11:00pm.

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>				
First & Last Name	Signature	Date of Birth	Cell Phone	I read and understand the alcohol policies.
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes

ALL IN-ROOM HOSTS NEED TO SIGN THIS FORM (feel free to add additional signatures on reverse side).

PART II – EVENT DETAILS

Event Date:	Location:
Start Time:	End Time <i>(no later than 2 AM)</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"/> Hard Seltzer <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 – EVENT REQUIREMENTS



Created by Abhimanyu Bose from the Noun Project

All trash, whether for parties or just in general, must be **taken to the trash room**. Trash can't be left outside your room or placed in bathroom receptacles. Taking your trash to the trash room shows respect for our facilities staff and helps us control pests, like rodents and cockroaches in the House.

PART IV – 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 **NOON on the Thursday prior to the party**.

Entryway Tutor Signature: _____ Date: _____

Printed name of Tutor: _____

Resident Dean Signature: _____ Date: _____

ADDITIONAL TIPS TO MINIMIZE THE ENVIRONMENTAL IMPACT OF YOUR PARTY

Apply for a WISP Grant with the Wellness Educators to help supplement the cost of food and non-alcoholic beverages!
<https://wellness.huhs.harvard.edu/wisp-grants>

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).

Purchasing the Appropriate Amount of Alcohol: A helpful formula for determining the appropriate amount of alcohol is: (# of legal aged drinkers) x (# of hours of event) = # of servings.

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 in your suite. 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.

Serve substantial finger food and not just chips. Include items like pre-sliced fruit, cake, etc so people can just grab without needing plates/knives etc.