



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

TOWER ROOM

Any event being planned for the Tower Room by a recognized Harvard College Student Organization must be registered with Soco (https://soco.college.harvard.edu/home_login). If the event has alcohol, an SES bartender must be procured by the group.*

Student Group Host should initial the following restrictions to show they understand them:

- _____ As the Lowellian sponsor for this event you will be in attendance for the duration of the event
- _____ You understand that food and non-alcoholic drinks are required for any event serving alcohol
- _____ You will have an SES team or an over 21 host to take responsibility for serving
- _____ You will provide the name and contact information of the over 21 host, below
- _____ You will ensure that no more than 25 people congregate in the Tower Room at any time
- _____ You agree to end the event by **1am**
- _____ You will take the lead on cleaning up: The Tower must 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 and that is not their job! **Cleaning up after discretionary events is the students' job.** If there are damages or big cleaning costs you (as the sponsor) may be held financially liable for these costs. There are cleaning supplies set aside for you to borrow in the Building Manager's office. Just go and check in with the overnight guard to get them.

Event Information and Sign-Off:

Student Group Name _____

Date of event: _____ Time-frame of event: _____ Number of people expected: _____

Have you registered this event with Soco? **y/n** _____

Have you submitted a reservation for the space in the Lowell Room Reservations system? **y/n** _____

Lowellian Host name (print) & cell phone: _____

Backup Host name (print) & cell phone: _____

Are you having alcohol? y/n _____ Wine _____ Beer _____ Hard Seltzer _____ (check any that apply)

Over 21 Host name (print) and cell phone: _____

I agree to these expectations and will take responsibility for it:

***Host signature (required): _____

***Over 21 server host signature (required): _____

HOUSE OFFICE SIGN-OFF (required): _____

INSTRUCTIONS & DISCLAIMERS:

- 1) Reserve the Tower Room online to hold it for your time slot (<http://www.roombookingsystem.co.uk/lowell>) for the date/hours you would like
- 2) Once you complete that reservation, you must complete this “Tower Room Party Form” and turn it into the House Office *on paper*. **If you have not completed/delivered your paper form to the House Office by Thursdays at noon (prior to the weekend event) your online reservation will be deleted from the system.**
- 3) The House Office or Building Manager reserve the right to cancel any registered event if adequate precautions in planning do not seem to be in place.

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.
- Clean up! Extra cleaning supplies are available in the Building Manager’s Office.