



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

UNDERGROUND LOUNGE

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

For all other events, the student 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 100 people congregate in the Lounge at any time
- _____ You agree to end the event by **1:00am**
- _____ You will take the lead on cleaning up: The Lounge 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 Name (and student group name, if applicable) _____

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

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 ___ Spirits ___ 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 Underground Lounge 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 “Underground Lounge 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 covid restrictions change, or if adequate precautions in planning do not seem to be in place.

TIPS TO MINIMIZE THE IMPACT OF YOUR PARTY

-Food should be substantial (e.g. cheese, veggies, pizza) and not be solely comprised of heavily salted items such as chips, nuts, or pretzels.

Consider 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>

-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.

-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.

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