

PRIVATE PARTY REGISTRATION ~ LOWELL HOUSE

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 between 10-25 people in a suite with food and drink. Any private suite party must end by 2:00am (on parties for Friday or 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. Important: 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				
First & Last Name	Signature	Date of Birth	Cell Phone Number	I have read and understand the alcohol-related policies.
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes

PART II – RESIDENT MEMBERS OF THE SUITE

Name of roommate	Signature of roommate	I understand that a party is being planned in my suite (write "OK")

PART III – EVENT DETAILS

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

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: _____

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.

FYI: ALCOHOL & DRUG POLICY (as per Harvard College Student Handbook)

Harvard expects its students and employees to maintain an environment that is safe and healthy. The unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on Harvard property or as a part of any Harvard activity are violations of University rules as well as the law. Possession, use, or distribution of certain nonprescription drugs, including marijuana, amphetamines, heroin, cocaine, and nonprescription synthetics; procurement or distribution of alcohol by anyone under 21 years of age; and provision of alcohol to anyone under 21 years of age are violations of the law and of Harvard policy. Although Massachusetts law now permits adults aged 21 or older to possess and consume marijuana under certain circumstances, federal law prohibits the possession, use, or distribution of marijuana, including for medical purposes, on Harvard property or as part of a Harvard activity. Thus, even if possession or use of marijuana would be permitted under Massachusetts law, it remains prohibited on campus. College policies and procedures also reflect additional expectations for student conduct based on the College's concerns about high-risk drinking behaviors, such as binge drinking and the rapid competitive consumption of alcohol, and their many adverse consequences for students' health and lives. All students are expected to comply with the laws of the Commonwealth of Massachusetts and with all College rules governing possessing or serving alcohol. More information is available on the website for the Dean of Students Office (<https://dso.college.harvard.edu/>). The University holds its students and employees responsible for the consequences of their decisions to use or distribute illicit drugs or to serve or consume alcohol. Additionally, the misuse of prescription drugs (sharing, buying, or using in a manner different than prescribed) is a violation of University policy.