



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 *Lowellian* 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 **1:00am**

_____ 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:

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 *Lowellian* Host name (print) and cell phone: (can be the same as host) _____

I agree to these House expectations for the Tower Room and will take responsibility for it:

Lowellian 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.

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.