

PFORZHEIMER IGLOO RESERVATION REQUEST 2017

Policies

- **Reservations for the Igloo will work on a first come first served basis**, but preference will be given to students who have not been able to use the room before. On weekend evenings (Friday-Saturday or Sunday on holiday weekends) preference will ordinarily be given to party reservations (as opposed to movie screenings, meetings, etc.). Each student or student group will be allowed to book the Igloo no more than twice per semester on weekends.
- **There must be at least two Pfoho hosts for every event. Hosts are responsible for being present during the event and supervising cleanup at the end.** Only Pfoho students can reserve the Igloo for parties, but if you live in Pfoho you may reserve the room on behalf of your club or team (up to twice per semester).
- Events that are advertised outside of Harvard, charge admission, or are sponsored/co-sponsored by external or unrecognized student organizations are not permitted.
- **Alcohol and Amnesty Policies:**
 - Usual college rules apply (available at <http://handbook.fas.harvard.edu/book/drugs-and-alcohol#nine>). Hosts are responsible for ensuring that underage guests are not served alcohol and that those who are drinking are doing so safely.
 - Disciplinary action will not be taken against those who seek or receive medical help related to alcohol consumption; the violation of other College rules (for example: damage to property) will be taken into account, however. The College Amnesty Policy is available here: <http://handbook.fas.harvard.edu/book/drugs-and-alcohol#thirteen>
- **Maximum capacity for the Igloo 100 people.** Hosts are responsible for keeping their event within the limit, and if a Tutor-On-Call is concerned about over-crowding, then the event may be shut down.

How to Reserve the Igloo

- Check availability on the room reservation calendar (<http://pfoho.harvard.edu/RoomRescal>) and then fill out the Igloo Event Request form (<https://goo.gl/forms/LEIvykHKJUpnrHBj2>). Once the event is approved by the Allston Burr Assistant Dean of Harvard College, Pforzheimer House, your reservation will be confirmed.
- If alcohol is being served and/or the event is on a weekend you will need to meet with the Tutor-On-Call and the Office of the ABAD to go over alcohol policies and the responsibilities of the hosts.
- Submit the reservation form (and if the event is on a weekend, the appropriate deposit) to the Office of the ABAD.
 - Parties of 0-49 people = \$100 deposit
 - Parties of 50+ people = \$200 deposit
 - Deposits may be made in cash or check made out to Pforzheimer House
- Hosts must have completed the above reservation process by **5pm on Thursday** of the party weekend to be registered.

After Your Event is Over

- A cleaning checklist is provided on the second page of this packet, which will help you ensure that you are leaving the room in the same condition in which you found it. Staff will check the room the day after the event.
- Pending confirmation from the Building Manager, your deposit will be returned to you. If the space has not been cleaned or if there is any damage to the Igloo you will need to meet with the ABAD and the Building Manager. This may result in loss of deposit, additional term-billed fees, and/or disciplinary action.

Important phone numbers:

Emergency/Fire	911	Harvard Police	617-495-1212
Pforzheimer Tutor-on-Call	617-651-1636	HUHS	617-495-5711

**** Turn Over for Clean-up Guidelines, and see the following page for the Request Form. ****

CLEANING CHECKLIST

Please see Mario for questions or trash bags, etc. on a weekday in advance of your event.

The Igloo must be cleaned *as soon* as the event is over.

- Must be found in the same condition as when you entered.
- Floors are swept and mopped.
- Sinks and surfaces are wiped down and clean.
- Trash and recycling are in the appropriate trash bins.
- Stackable, green armless chairs are put away in closet (movie screenings).
- All food and drinks are properly disposed of and/or returned to fridge.
- Projector screen is closed, sound system and lights are turned off.

LARGE EVENT PLANNING TIPS

- If alcohol is served, food and non-alcoholic beverages must also be served. Don't forget about DAPA grants.
- Safe alcohol service is a hard job. SES teams are available to provide service. <http://cqh.harvard.edu/bartenders-hire>
- You must have at least two hosts who are Pfoho residents, and it is good practice to have at least one host for every 25 people.
- If you will be serving alcohol, a reasonable number of your hosts (at least half, preferably more) should be 21+.
- Things to think about:
 - Crowd Control - Crowd Control—what will you do if more people come than the capacity of your space?
 - Invitations and Communication—how will invites be sent out? How will guests learn about the party?
 - Alcohol service—how will the bar be managed?
 - Food planning for a large party—how much do you need?

TIPS TO MINIMIZE THE ENVIRONMENTAL IMPACT OF YOUR EVENT

- 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.

IGLOO RESERVATION REQUEST FORM 2017

Policies and procedures regarding the Igloo reservation process can be found on the first page.

Hosts must fill out this form and submit it along with the appropriate deposit to the Office of the Allston Burr Assistant Dean of Harvard College, Pforzheimer House **by 5pm on Thursday** before the event.

- This request is for a :
- Sunday-Thursday Event (Tutor-on-Call signature required **if alcohol will be served**: see below)
These events do not require a deposit unless on a Sunday over a holiday weekend
 - Friday-Saturday or Sunday Event (Tutor-on-Call signature **always** required: see below)
These events require a deposit in cash or via check made out to Pforzheimer House:
Parties of 0-49 people = \$100 deposit Parties of 50+ people = \$200 deposit

PART I – HOST INFORMATION (minimum of two Pfoho hosts)				
Hosts 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, one or more hosts are required to be at least 21 years old.</i>				
<i>First & Last Name</i> (print neatly, please)	<i>Signature</i>	<i>Date of Birth</i>	<i>Cell Phone Number</i>	<i>I have read and understand the alcohol-related policies.</i>
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes

PART II – EVENT DETAILS	
Event Date:	Location: IGLOO
Start Time:	End Time <i>(no later than 2:00 a.m.)</i> :
Number of Expected Attendees <i>(no more than 100)</i> :	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"/> Other	
Detailed Description of Alcohol at event:	
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 – TUTOR-ON-CALL & OFFICE OF THE ABAD REVIEW
<ul style="list-style-type: none"> Hosts must be present for the entire party and are responsible for alcohol service. Be aware of both the Alcohol and Amnesty Policies. If alcohol is served, food and non-alcoholic beverages must also be served. Don't forget about DAPA grants. Safe alcohol service is a hard job. SES teams are available to provide service. http://cqh.harvard.edu/bartenders-hire Hosts are expected to clean up after the party as soon as the party is over. Do not wait until the following morning. Any damage to the space may result in may result in loss of deposit, additional term-billed fees, and/or disciplinary action.
Tutor-on-Call (required if event EITHER includes alcohol OR occurs Fri.-Sat./Sun.):
Signature: _____ Date: _____
ABAD/Designee Review and Approval:
Deposit received: Cash or Check #_____ Name on check _____
Signature: _____ Date: _____

**** Please be sure to read the attached Party Policy and Clean-up Guidelines ****

Post-Event Review

_____ The Igloo is free from damage, and I authorize the return of the entire deposit.

_____ There is damage to the Igloo. The deposit should be held pending further discussion with the ABAD.

The damage includes: _____

Building Manager's signature

Date

Deposit returned on (date): _____

Returned by: _____ Released to: _____