

In-Suite Party Registration

PFORZHEIMER HOUSE 2019-20

Instructions: This form must be fully completed, signed by the Tutor-on-Call, and submitted **in person** to the Office of the Allston Burr Resident Dean of Pforzheimer House **no later than 5pm** on Thursday before an event held Friday-Monday, or before 5pm the business day before an event held Tuesday-Thursday. Host(s) are required to meet with **both** the Tutor-on-Call and the Resident Dean or Academic Coordinator prior to any private event to discuss planning and review safety and security responsibilities.

Please plan ahead to find time to meet. It is likely that late requests will not be accommodated.

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.

Note: For events where alcohol is to be served, one or more host(s) are required to be at least 21 years old. All hosts must be a resident of the suite.

First & Last Name (print neatly, please)	Signature	Date of Birth	Cell Phone Number	<i>I have read and understand the host and 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:	Start Time:	End Time <i>(no later than 2:00 a.m. for weekend parties, no later than 11:00 pm for weekday events):</i>
Location: <i>(NB: Jordan South Basement is not available for parties.)</i>		
Purpose of Event:		
Number of Expected Attendees:		Alcohol Available: <input type="checkbox"/> Yes <input type="checkbox"/> No
Type and Quantity of Alcohol <i>(if applicable)</i> : Beer Wine Liquor		
Detailed Description of Food and Alternate Beverages Available:		

PART III – TUTOR-ON-CALL & ABRD REVIEW

Prior to hosting a party, student host(s) are required to meet with the Tutor-on-Call to discuss plans for the event. The Tutor On-Call schedule is posted on your floor and in the House Office. Following your meeting with the TOC, the form should be submitted to the Office of the ABRD for approval.

Tutor-on-Call signature: _____ Date: _____

ABRD or Academic Coordinator signature: _____ Date: _____

PFORZHEIMER HOUSE IN-SUITE PARTY REGULATIONS

- Hosts should familiarize themselves with the Harvard College Drug & Alcohol Policy (available in the Harvard College Student Handbook, <https://handbook.fas.harvard.edu>), which includes the *Help-Seeking Policy*, a *Summary of City, State, and Federal Laws and Regulations*, and *Policies and Procedures Governing Private Parties in the Houses*.
- Students must register parties in which 15 or more guests will be present.
- You are responsible for monitoring the conduct of your guests. Party hosts are responsible for guests and for their behavior, including physical damage to the room and the surrounding areas.
- **The legal drinking age in Massachusetts is 21.** It is a violation of Massachusetts law for anyone under 21 years of age to possess alcohol and for anyone of legal drinking age to provide alcohol to someone under 21 years of age. Violators will be subject to College sanctions and state law.
- Activities that promote high-risk drinking, such as excessive and/or rapid consumption of alcohol, particularly of a competitive nature (i.e. drinking games), are not permitted. It is expected that hosts will plan parties where drinking is not the central activity.
- **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.
- Parties can ordinarily only be held on Friday, Saturday, and days immediately preceding a holiday.
- Weekend parties must end by **2am**. Weeknight parties, if permitted, may be held until 11pm. Hosts should begin shutting down parties no later than 1:45am. Hosts are responsible for ensuring that guests exit the party and House **quietly by 2am**.
- The number of guests at parties is limited to the capacity of the room or suite.
- **Parties must be contained within the suite and must not overflow into the hallway.** Suite doors may not be propped open.
- **Food and non-alcoholic beverages must be provided** at any party at which alcohol is served.
- **Hosts are responsible for cleaning the floors and walls and fixtures, if necessary, and collecting and removing all trash, especially in public areas such as hallways, stairwells, elevators and bathrooms.** Any damage should be reported to the Building Manager.
- Hosts are responsible for recycling cans, bottles, and paper products. **This is a Cambridge City law.**

Strategies for Being a Good Host

- Notify dorm neighbors (around, above and below) about a party and provide a phone number they can call before filing a complaint with HUPD.
- Encourage your guests who are of age to drink responsibly. When consumed irresponsibly, alcohol poses a serious health and safety risk.
- Ensure your guests get home safely. Call a cab or Harvard University Shuttle at 495-0400, if necessary.
- Anticipate "crashing" by outsiders attracted by music or word of mouth. Ask friends to be ready to assist you in asking uninvited and unwanted guests to leave. And if you experience overcrowding, don't forget that the Tutors are ready to help.
- Ensure that your party is environmentally friendly (see specific suggestions).
- Affix this page to the door during the party for quick reference to the numbers listed below.

Tips to Minimize the Environmental Impact of your Party

- Recycle all cans and bottles (i.e. plastic, aluminum, and glass) and SOLO cups.
- 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 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.
- Look for recycled content plates, napkins, and cups. When possible, buy local.
- 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.

Important phone numbers:

Emergency/Fire 911

Pforzheimer Tutor-on-Call 617-651-1636

HUPD (Harvard Police) 617-495-1212

HUHS (Urgent Care) 617-495-5711