

# PFOHO IGLOO RESERVATION FORM 2023-24

**Policy Highlights** (refer to <http://pfoho.harvard.edu/Parties> for complete details)

- Reservations for the Igloo will work on a first-come-first-served basis.
- 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. If alcohol is being served, at least one of the Pfoho hosts must be 21 years of age or older.
- Events that are advertised outside of Harvard, charge admission, or are sponsored/co-sponsored by external or unrecognized student organizations **are not permitted.**
- Student Organizations: Student orgs have to follow DSO policies for social events (for example, if a student org is having an event with alcohol, they are required to have SES bartenders) and there is a separate process via which student orgs must obtain approval for their event (in addition to the Pfoho-specific process). Here's a link for more information: <http://dso.college.harvard.edu/policies/student-organizations>
- **Alcohol and Help-Seeking Policies:**
  - Hosts should familiarize themselves with the Harvard College Drug & Alcohol Policy (available in the Harvard College Student Handbook, <https://handbook.college.harvard.edu>), which includes the **Help-Seeking Policy**, a **Summary of City, State, and Federal Laws and Regulations, Policies and Procedures Governing Private Parties in the Houses**, and **Policies and Procedures Governing Social Events on Campus.**
  - **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.
  - **Hosts must supply the alcohol** (guests cannot bring it themselves).
  - **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.
  - 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.
- Maximum capacity for the Igloo is 100 people.
- Igloo doors will unlock 1 hour prior to the start of a reservation, and lock one hour after the end of a reservation.

## **How to Reserve the Igloo**

1. Check availability on the Party Calendar (<http://pfoho.harvard.edu/Parties>) and then email Tara Lima, Academic Coordinator, at [pforz@fas.harvard.edu](mailto:pforz@fas.harvard.edu). Once the event is registered by the Office of the Allston Burr Resident Dean of Pforzheimer House, your reservation will be confirmed.
2. You will then need to meet with the Tutor-On-Call (TOC) to go over alcohol and party-hosting policies and the responsibilities of the hosts.
3. After speaking to the TOC, you will meet with the Academic Coordinator/Office of the ABRD ([pforz@fas.harvard.edu](mailto:pforz@fas.harvard.edu)) and submit the reservation form and deposits. Deposits may be made in **cash** or **check** made out to *Pforzheimer House*

***Hosts must have completed the entire above reservation process by 5pm on Thursday before an event held Friday-Saturday (or Sundays on long holiday weekends)***

## **After Your Event is Over**

4. 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. The TOC needs to check on the space at the end of the night.
5. 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 ABRD and the Building Manager. This may result in loss of deposit, additional term-billed fees, and/or disciplinary action.

## **Important Phone Numbers**

- Tutor on Call - **617-529-1563** HU Health Services - **617-495-1212** HUPD – **617-495-1212 or 911**

## CLEANING CHECKLIST

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

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

**Please Note:** Although the Igloo door will lock one hour after the end of the reservation, that does not mean your clean-up is restricted to that time-frame. If you have been locked out of the room before cleaning is complete, ask the security guard for access. **The tutor on call must check the Igloo and deem it clean before party hosts leave for the night.**

- ☐ Must be found in the same condition as when you entered.
- ☐ Floors are swept and mopped. (Mopped as many times as is needed – sometimes you must empty and refill the mop bucket a few times to get rid of all the stickiness on the floor.)
- ☐ 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 Wisp Grants: <https://wellness.huhs.harvard.edu/wisp-grants>
- Safe alcohol service is a hard job. Student Event Services (SES) teams are available to provide service.
- 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 hosts (at least half, preferably more) should be 21+.
- Things to think about:
  - 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 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 confusion 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.

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Policy highlights and procedures regarding the Igloo reservation process can be found on the first page. It is now your responsibility to read the complete policies as detailed on <http://pfoho.harvard.edu/Parties>, and reach out to the Office of the Allston Burr Resident Dean of Pforzheimer House if you have questions.

*Hosts must complete all parts of the reservation process **by 5pm on Thursday** before an event held Friday or Saturday (and Sundays on long holiday weekends), or before 5pm two business days before an event held on a regular Sunday-Thursday.*

This request is for a:

- ☐ Friday-Saturday or Sunday Event (during a 3-day holiday weekend)
  - These events require a deposit in cash or via check made out to Pforzheimer House:
    - Parties of 0-49 people = \$100 deposit
    - Parties of 50-100 people = \$200 deposit
- ☐ Sunday-Thursday Event (if permitted by the ABRD Office at Pforzheimer House)
  - These events require a deposit in cash or via check made out to *Pforzheimer House*:
    - Parties of 0-49 people = \$50 deposit
    - Parties of 50-100 people = \$100 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. <b>Note: For events where alcohol is to be served, one or more <u>Pfoho</u> hosts are required to be at least 21 years old.</b>				
<i>First &amp; 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 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		Location: IGLOO
Event Date:	Number of Expected Attendees ( <i>no more than 100</i> ):	
Start Time:	End Time ( <i>no later than 2am weekends, 11pm weeknights</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 event; is it a student org event?		
Detailed Description of Alcohol, Food and Alternate Beverages Available:		

(over)

### PART III – TUTOR-ON-CALL & OFFICE OF THE ABRD REVIEW

- **Hosts must be present for the entire party** and are responsible for alcohol service and monitoring the activities of guests, including crowd control and noise control.
- Be aware of both the Alcohol and Help-Seeking Policies.
- If alcohol is served, food and non-alcoholic beverages must also be served.
  - Don't forget about Wisp grants.
  - Safe alcohol service is a hard job. Make sure to discuss your plans with the TOC and ABRD.
- Hosts are expected to clean up after the party as soon as the party is over. Do not wait until the following morning. Read the attached Cleaning Checklist.
- Any damage to the space may result in may result in loss of deposit, additional term-billed fees, and/or disciplinary action.
- **Hosts should feel free to contact the TOC at any time before, during, or after the event**, particularly if there are any questions, concerns, or their assistance might be helpful.

#### Tutor-on-Call:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### ABRD/Academic Coordinator Review and Approval:

Deposit received: Cash or Check # \_\_\_\_\_ Name on check: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PART IV – 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 ABRD. The damage includes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Building Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Deposit returned on (date): \_\_\_\_\_

Returned by: \_\_\_\_\_ Released to: \_\_\_\_\_