

PRIVATE EVENT REGISTRATION
ELIOT HOUSE

Instructions: Please meet with your entryway tutor and fully complete this form. Once you have met with your entryway tutor and they have signed the form you may submit it to the House Office (N-22) by no later than Friday at 12:00 p.m. for events on Friday or Saturday for review. Please note that host(s) must meet with their entryway tutor or designee prior to any private event to review safety and security issues. Each suite member must complete and sign the form agreeing to have a party in the suite.

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, host(s) are required to be at least 21 years old and must be a resident of the suite.)

<i>First & Last Name</i>	<i>Signature</i>	<i>Date of Birth</i>	<i>21? Y/N</i>	<i>Cell Phone Number</i>	<i>I have read and understand the alcohol- related policies.</i>
					☐ Yes
					☐ Yes
					☐ Yes
					☐ Yes
					☐ Yes
					☐ Yes
					☐ Yes
					☐ Yes
					☐ Yes
					☐ Yes

PART II – EVENT DETAILS & RESIDENT TUTOR REVIEW

Event Day and Date:	Location:
Start Time:	End Time <i>(no later than 2:00 a.m.)</i> :
Number of Expected Attendees:	Alcohol Available: ☐ Yes ☐ No
Type of Alcohol <i>(if applicable)</i> : ☐ Beer ☐ Wine ☐ Liquor	
Alcohol Delivered <i>(if applicable)</i> : ☐ Yes ☐ No	Date and Time of Delivery <i>(if applicable)</i> :
Detailed Description of Food and Alternate Beverages Available:	

Prior to hosting a party, student host(s) must meet with the Entryway or On-call Tutor to discuss plans for the event and to obtain approval.

Entryway Tutor or Tutor-on-Call: _____ Signature _____ Date: _____

PART III – RESIDENT DEAN/HOUSE REVIEW

Submit form to House Office by Friday at 12:00 noon after meeting with entryway tutor for House Office review.

Resident Dean or Designee Signature: _____ Date: _____

(See reverse side for suggestions to minimize the environmental impact of your party)

COLLEGE RULES FOR PRIVATE EVENTS IN HOUSES

1. Events are by personal invitation only, and advertising is prohibited.
2. Students who wish to host events with alcohol must be 21 years of age. If the private event is to be held in a suite, the hosts must be residents of the room in which the private event will be held.
3. Non-alcoholic beverages and food must be served throughout the event; alcohol beverages may not be served unless non-alcoholic beverages and food are being served at the same time.
4. Alcohol service must cease immediately if non-alcoholic beverages and food are not available.
5. Host(s) must be present for the entire event, and must monitor the event and make sure there is no underage drinking.
6. Tutors or other House residential staff will check in at least once throughout the course of the event by knocking on the door, asking for the host, and observing if the party is in good order and in compliance with College and House policy, as well as state law.
7. If the Tutor has concerns that the event is not being managed well, the Tutor will speak with the host(s) about the concerns, require that the host(s) resolve the concerns, and recheck the event in approximately 15 minutes. If the concerns are not properly addressed, the Tutor will take steps to shut down the event.

ELIOT HOUSE PARTY POLICY

1. Parties are allowed on **Fridays** and **Saturdays** only. They are not allowed the night before big exams—GMATs, GREs, LSATs. (2023 MCAT Exam Dates: 9/9 (Spring Dates TBD) and LSAT Exam Dates: 9/9, 10/14, 11/11)
2. Student Organizations are NOT allowed to host private events/parties in the House.
3. A party is defined as twice the number of students in the rooming group plus two.
4. The house limit is two parties per night. Party forms are handed out on a first come first served basis in N-22, the house office.
5. The student who signs as the person responsible for alcohol consumption is exactly that: **responsible**. Be sensible and careful of yourselves and others. Do not allow underage friends to drink and **never** allow **anyone** to become drunk at your party. If you feel that your party is moving beyond your control do not hesitate to call the entryway tutor or the tutor on call, whose name and number will be on the party form and also posted in the breezeway.
6. Any damage that occurs in the entryway on the night of the party will be charged to the rooming group which held the party.
7. You must have food and non-alcoholic drinks available.

TIPS TO MINIMIZE THE ENVIRONMENTAL IMPACT OF YOUR PARTY

1. 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).
2. 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.
3. 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.
4. Buy items in bulk rather than individually wrapped.
5. Serve finger food - pre-sliced fruit, cake, etc so people can just grab and go without needing plates/knives etc.
6. Buy local and/or organic food. Look for recycled content plates and napkins.