



## PARTY REQUEST FORM

Parties can ordinarily be held only on Fridays, Saturdays, and days immediately preceding a holiday. Parties are not allowed during Reading Period and finals.

### As the host(s) of a party it is your responsibility to:

- Speak with or email your entry proctor well in advance about your plans for holding a party. Submit this form, complete with signatures, to your proctor, ideally at least **48 hours** before the party. Proctors can and will shut down parties they don't know about.
- Inform the residents in your entryway and any others near the location of the party.
- Confine the party to your suite. Parties may not overflow into the entry, and entry/suite doors may not be propped open.
- Parties are limited to a number that can be in the suite safely, as determined by the Proctor/DSO. There may be no more than one party per entry per evening.
- Know and obey the laws of the Commonwealth of Massachusetts and Harvard College regarding alcohol. It is illegal for anyone under the age of 21 to possess alcohol and illegal to provide alcohol to anyone under 21. As hosts, you will be held responsible for any infractions of this law that take place at your party. Furthermore, students are not allowed to have alcohol in the freshman dorms.
- Ensure the conduct of your guests is orderly. Remember, if you need assistance, call on your proctor. Other potentially helpful numbers: **Harvard University Police:** 5-1212, **Fire:** 5-1511, **UHS:** 5-5711. You are responsible for your guests and their behavior. You can incur disciplinary action for your guests' behavior as well as your own.
- Anticipate "crashing" attempts by outsiders attracted by music or by word of mouth. Ask several friends to be ready to assist you in encouraging uninvited and unwanted guests to leave the party.
- Remember that all music must be turned off and the party closed down by 1 a.m. Proctors will close down parties that are deemed to be overly loud, disruptive, or crowded, at *any* time.
- Collect and remove all trash, especially that in surrounding public areas, when the party is over. Report any damage to Yard Operations. Damage in the area will be assumed to have been caused by guests and will be the responsibility of the hosts. Clean the floors, especially those in public areas (stairwells, hallways, etc.), if necessary. Mops and brooms are available from Yard Operations.

## Party Registration

**To be submitted to your Proctor at least 48 hours in advance.**

**Party Details:**

Party Date: \_\_\_\_\_

Party Location (entryway & room number): \_\_\_\_\_

Designated host: \_\_\_\_\_

Designated host cell: \_\_\_\_\_

Number of People expected: \_\_\_\_\_

Party begins: \_\_\_\_\_

**Parties must end by 1:00 a.m.**

We the undersigned have read and understand all DSO party regulations, in addition to Massachusetts law and Harvard College policy governing alcohol and entertainment.

<b>Name of Host(s)</b>	<b>Signature of Host(s) (Required)</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**I have talked with the host(s) about this party, and I or another proctor designated by me intend to be available in case of emergency or if the hosts otherwise need my help. I have provided appropriate contact information.**

**Entry Proctor:** \_\_\_\_\_  
(Print)

\_\_\_\_\_  
(Signature)