



STUDENT SUITE PARTY REQUEST FORM

PARTY POLICIES

Parties are social gatherings in student suites that have sustained noise and 7 or more guests (not including hosts). Parties can ordinarily be held only on Fridays and Saturdays. Parties are not allowed during Reading Period and Finals.

- Submit this form, complete with signatures, to your proctor, at least **24 hours** before the party.
- Confine the party to your suite. Parties may not overflow into the hallway. Suite doors may not be propped open.
- There can be no more than 25 students total at a time. There may be no more than one party per entryway 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. Furthermore, students are not allowed to have alcohol in the first-year dorms.
- Ensure the conduct of your guests is orderly. Remember, if you need assistance, call the proctor on-call. 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.
- 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. You are responsible for cleaning up all areas that are affected by your party. Report any damage to Yard Operations.

Important numbers:

- HUPD: 617-495-1212
- CAMHS Cares: 617-495-2042
- HUHS: 617-495-5711

Yards	Proctor On-Call Number
Oak	857-329-3838
Crimson	857-329-3839
Ivy	857-329-3840
Elm	857-329-3841

FOR STUDENT TO KEEP

STUDENT SUITE PARTY REQUEST FORM

PARTY REGISTRATION

Must be completed no later than 24 hours before the party.

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. We the undersigned have read and understand the Harvard student handbook on policies regarding standards of conduct.

Name of other suitemate(s)

Signature of other suitemate(s) (Required)

- ☐ **I have read and understand the party registration rules.**
- ☐ **I confirm that there will not be alcohol (open or closed) in the suite.**
- ☐ **I confirm that my party will end no later than 1am, when quiet hours begin.**
- ☐ **I am aware that a proctor may close down a party at any time.**
- ☐ **I am aware that there may be no more than 25 people in a suite at any time.**

Entryway Proctor: _____
Print

Date

Signature

**FOR PROCTOR TO KEEP AND TEXT TO PROCTOR AND
RDF ON CALL**