EVENT POLICY FORM 2015-2016

Residents must read the following information and sign at the bottom which will confirm their agreement to the following policies. Violation of any of the policies that pertain to events within the GSAS residence halls may result in disciplinary actions including termination of the Event Organizer’s housing contract. In addition, any damage or extra clean-up will be the financial responsibility of the Event Organizer. A room reservation for more than 20 people will be not be made until a signed copy of this form is received by the GSAS Office of Residential Life.

**Admission:** Events in the GSAS residence halls should be open only to residents and their guests. Lounges in the GSAS residence halls may not be used for events open to the general public.

**Alcohol:** A Student Event Services team (SES) member or two RAs / Graduate Dormitory Council members who received SES Training are required to attend parties at which alcohol will be served **AND** that will have 30 or more people in attendance, or are open to all floors of a residence hall, or all four of the GSAS residence halls. GSAS Residential Life reserves the right to require the presence of a SES team member at any event held in the GSAS residence halls if alcohol is being served. Information about SES coverage must be processed at least three weeks in advance of the party.

The laws of the Commonwealth of Massachusetts regarding alcohol must be observed. It is illegal for anyone under the age of 21 to possess alcohol. It is also illegal to provide alcohol to anyone under the age of 21.

The Event Organizer will be held responsible for any infractions of the laws that take place at the event. It is the responsibility of the Event Organizer to closely monitor all providing of alcohol that takes place at the event.

The Event Organizer must ensure that nonalcoholic beverages and food are available. Alcohol cannot be sold at events held in the GSAS residence halls.

The Event Organizer must prominently post copies of flyers at the location where alcohol is being served with the following text, “We would like to remind you that there are a number of significant factors and responsibilities involved in the serving and consumption of alcoholic beverages. It is a punishable offense in the state of Massachusetts to provide alcohol to someone who is under 21 years of age. Furthermore, there may be legal liability for serving alcohol to someone that is or becomes intoxicated. Please do not put the servers in the uncomfortable position of refusing to serve you an alcoholic beverage, and please monitor your consumption of alcoholic beverages. Thank you for your cooperation.” Preprinted copies of this flyer are available at GSAS Office of Residential Life.

**Building Access:** The Event Organizer must ensure that no entry doors are propped open since propped doors compromise the security of the building for all residents. If the Event Organizer expects guests who are not residents of the GSAS residence halls, he or she is responsible for appointing a door monitor to stand at the building entryway and let guests in. Guests must not knock on residents’ windows for entry to the building.

**Condition of Room:** The Event Organizer must ensure that the condition of the space is the same at the end of the event as it was at the beginning of the event. All trash must be collected and removed. Floors should be cleaned by vacuuming, sweeping, and/or mopping if necessary. This includes surrounding areas including kitchens, bathrooms, and hallways.
If the room or surrounding area is left in unacceptable condition, a cleaning fee will be charged to the Event Organizer’s term bill.

**Conduct:** It is the responsibility of the Event Organizer to ensure proper conduct of all guests. If you need assistance, call your RA, the RA on duty, or the University Police. Helpful numbers include:
- Harvard Police Dept.: 617-495-1212
- Fire Dept.: 617-495-1212
- University Health Services: 617-495-5711

RAs are generally the first to respond to any complaints regarding events held in the residence halls. If it is necessary for an RA to follow up on a complaint during a party, he/she will ask to speak with the Event Organizer who should be present at the event. The RA will work with the Event Organizer to ensure the complaint is resolved.

**Harvard University Police:** GSAS Residential Life reserves the right to require a police detail at large events. Any RA or member of the GSAS staff or HUPPD may end an event if they feel there is excessive noise or disorderly conduct.

**Noise:** Large-scale events cannot be held on nights prior to regularly scheduled class days or during reading or exam periods.

Noise should not be audible from a resident’s room during quiet hours. Quiet hours are as follows:
- Sunday-Thursday, 10:00 p.m.-7:00 a.m.
- Friday-Saturday, 12:00 a.m.-9:00 a.m.

Please see the section on “Noise” in the **GSAS Residence Hall Handbook** for additional information about quiet hours.

**Reservations:** Only the lounges listed below may be reserved.
- Conant Hall 1st Floor - Lounge A (with TV)
- Conant Hall 2nd Floor - Lounge B (near kitchen)
- Perkins 2nd Floor TV Lounge
- Perkins 3rd Floor TV Lounge
- Child Basement TV Lounge
- Richards Basement TV Lounge

In order to reserve a lounge, residents must send a request to GSAS Residential Life at gsashouse@fas.harvard.edu. A lounge reservation request must be sent at least 72 hours in advance for approval (for events less than 20 people) or at least 1 week in advance (for events of 20 or more people). In your request, please include the following:
- Event name/nature of the event
- Lounge you are requesting to reserve
- Date
- Time frame (please include set-up and clean-up time)
- Expected attendance

Please note:
- Reservations are on a first-come / first-served basis.
- Lounges cannot be reserved for more than 6 hours.
- Reoccurring events (regular, repeated bookings of the same event) will not be approved.
- Kitchens may not be reserved.
- GSAS Residential Life will respond to all reservation requests by the close of the next business day.
Please indicate the details of your event below.

Event Organizer Name: ________________________________

Event Organizer Cell Phone: ____________________________

Event Organizer Email: ________________________________

Name of Event: _______________________________________

Date/Time of Event: __________________________________

Location of Event (Lounge Requested): ___________________

Number of People Expected at Event: ____________________

I have read and agree to adhere to the above policies.

Resident Name: _______________________________________

Residence Hall / Room Number: __________________________

Resident Signature: ___________________________ Date: _____________