



**KIRKLAND HOUSE DEAN'S OFFICE
PARTY FORM**

Please complete all sections of this form and submit to **Linda Matarazzo, Academic Coordinator, in the Dean's Office (H-12)** by **Friday at 3pm** for events on Friday or Saturday. Hosts affirm that they are residents of the suite in which the event is to take place, are at least 21 years old (if alcohol is to be served), and will:

- **Meet with their entryway tutor** prior to any private event to review safety, security and other issues;
- **Check identification** of all guests while actively promoting compliance with Harvard College policies and Massachusetts law;
- **Monitor and control** all guests so that people do not (1) take any alcohol outside the room; (2) congregate in the entry way/staircase; and (3) raise their voices, run or engage in any other disruptive behavior in the entry way/staircase;
- **Consent to any request by House staff** without discussion or challenge while the event is underway (requests may include, for example, reducing noise/music, lowering number of attendees, ceasing service of alcohol, etc);
- **Agree to immediately shut down the event** without discussion or challenge if requested to do so by any House or Harvard staff for any reason;
- **Agree to all of the terms and policies** on this form and the accompanying sheet.

To use **free large recycling/trash bins** at your event, please email the student environment rep at rep.kirkland@gmail.com.

PART I – HOST INFORMATION *Hosts must be suite residents and at least 21 years old if alcohol is served.*

<i>First & Last Name</i>	<i>Date of Birth (include year)</i>	<i>Cell Phone Number</i>	<i>Signature indicating that you have read, understand, and agree to all the terms on this form and the attached sheet</i>

PART II – EVENT DETAILS *All fields must be completed.*

<i>Event Date:</i>	<i>Event Location:</i>
<i>Start Time:</i>	<i>End Time (no later than 2am):</i>
<i>Number of Expected Attendees:</i>	<i>Alcohol Available:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Type of Alcohol Served (check all that apply):</i> <input type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Liquor (specify):	
<i>Detailed Description of Food and Alternate Beverages Available:</i>	

PART III – ENTRYWAY TUTOR APPROVAL *Signature must be obtained prior to submission.*

Entryway Tutor Name (Please print): _____ Room: _____

Entryway Tutor Signature: _____ Date: _____



FOLLOW HARVARD'S ALCOHOL-RELATED POLICIES FOR PRIVATE EVENTS

- ***Non-alcoholic beverages and food must be served throughout the event.*** Alcoholic beverages may not be served unless nonalcoholic beverages and food are being served at the same time. Alcohol service must cease immediately if non-alcoholic beverages and food are not available.
- Events are by personal invitation only and advertising is prohibited.
- 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.
- Host(s) must be present for the entire event, and must monitor the event and make sure there is no underage drinking.
- Tutors or other House residential staff will check in at least once throughout the course of the event.
- Noise levels from the event should not significantly disturb other members of the community.
- If the Tutor has concerns that the event is not being managed well, the Tutor will speak with the host(s) about the concerns and either require that the host(s) resolve the concerns or shut down the party.

UNDERSTAND HARVARD'S AMNESTY POLICY

- ***When in doubt, take someone you are concerned about to UHS.***
- Students may bring an intoxicated or drug-impaired friend to UHS or to a hospital, or seek assistance from College residential life staff or HUPD, and by doing this, neither the student nor the friend will face disciplinary action from the College for having used or provided alcohol or drugs.

MINIMIZE HIGH-RISK BEHAVIOR

- ***Provide adequate food and non-alcoholic beverages.*** Be sure to provide plenty of non-alcoholic drinks (water, club soda, sports drinks, etc.) so that attendees can stay hydrated. Food runs out very fast at events ... be sure to stock up and to have adequate supplies available during your event.
- Do not engage in competitive drinking games.
- Know what is in your drink and how strong it is, and consume responsibly if you decide to consume alcohol.
- Secure your own drinks directly from the source; do not accept open drinks from other people.

REDUCE YOUR EVENT'S ENVIRONMENTAL IMPACT

- ***Contact Kirkland's student environment rep at rep.kirkland@gmail.com for large collapsible bins for recycling and trash.*** Recycle all cups, cans and bottles (plastic, aluminum, glass, etc.) and strategically place bins or bags for collection.
- Buy items in bulk rather than individually wrapped.
- Serve finger food such as pre-sliced fruit, cake, etc. so people can snack without requiring plates, knives or other materials.