

PRIVATE PARTY AND EVENT REGISTRATION

MATHER HOUSE

- Parties and events are by personal invitation only, and advertising is prohibited.
- Students who wish to host events or parties with alcohol must be 21 years of age. If the private event or party is to be held in a suite, the hosts must be residents of the room in which the private event will be held.
- Non-alcoholic beverages and food must be served throughout the event or party; alcohol beverages may not be served unless non-alcoholic beverages and food are being served at the same time. Alcohol service must cease immediately if non-alcoholic beverages and food are not available.
- Host(s) must be present for the entire event or party, and must monitor the party or 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 or party by knocking on the door, asking for the host, and observing if the party or event is in good order and in compliance with College and House policy, as well as state law.
- If the Tutor has concerns that the event or party 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 or party in approximately 15 minutes. If the concerns are not properly addressed, the Tutor will take steps to shut down the party or event.
- All residents of the suite must be listed on the form with an indication of whether they will be hosting, present but not hosting, or absent from the party/event. Should there be any violations of College or Mather House policies, the host(s) will be contacted.

Instructions: Please fully complete and submit this form to the Resident Dean's Office no later than by 3:00 p.m. the day of your event and **no later than Thursday at 3:00 p.m. for events on Friday, Saturday or Sunday**. Please note that host(s) must meet with the on-call Tutor prior to any private event to review safety and security issues. The name and contact information for the on-call Tutor will be posted each week on the Building Manager's door.

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.)

If all suite members' signatures are not obtained by the registration deadline, the host is responsible for emailing the residents of the suite, the Tutor on Call, and the Assistant to the Resident Dean confirming each suite member's hosting, presence or absence by 4:30pm the day of the event or Thursday for weekend parties.

First & Last Name	Signature	Date of Birth	Cell Phone Number	I have read and understand the alcohol-related policies.	Host	Present but not hosting	Absent
				<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PART II – EVENT DETAILS

Event Date:	Location:	Entryway Tutor:
Start Time:	End Time (no later than 11:00 p.m. on weekdays or 2:00 a.m. on weekends):	
Number of Expected Attendees:	Alcohol Available: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Type of Alcohol (if applicable): <input type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Liquor		
Detailed Description of Food and Alternate Beverages Available:		

PART III – RESIDENT TUTOR & RESIDENT DEAN REVIEW

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

Tutor-on-Call or Assistant to Resident Dean Signature: _____ Date: _____

Resident Dean Signature: _____ Date: _____

KEG REGISTRATION FORM

By signing below, I affirm the following:

- I will be the official purchaser of a keg for the party being registered on the reverse side of this form.
 - I am of legal age to purchase alcohol.
 - I know all kegs must be registered, whether they are delivered to, or brought in by, residents of Mather House.
 - I know that kegs may be brought into the House only by a student hosting a registered party, and that the keg is for use only during that registered party.
-

Student (Signature)

(Date)

Student (Printed Name)

IMPORTANT NOTICE REGARDING NEW CAMBRIDGE KEG POLICIES: As of April 1, 2006, all sources of alcohol that require a tap are being reported directly to the Cambridge Police Department for tracking purposes. At the point of purchase, you will have to fill out a registration form for the City of Cambridge. This city-wide effort to curb underage and high-risk drinking could have implications for you and the College if the Cambridge Liquor Commission or other law enforcement agency tracks illegal service of alcohol to the keg registered in your name. Registration of a keg with Mather House is a separate effort to maintain community safety and it does not shield you from Cambridge's new policies. House and College responses to keg and other alcohol violations have no connection to the city's penalties (a fine of up to \$2,000 or imprisonment for up to one year) for serving minors.

MATHER

MATHER HOUSE

HARVARD UNIVERSITY

CAMBRIDGE, MA 02138

August 2009

617-495-4829

PRIVATE PARTIES IN MATHER

This letter clarifies the meaning of **private parties** within Mather House and outlines our expectations concerning such parties. Parties within your suite are certainly permitted, but we expect you and your guests to be considerate of others in the House. A private party must be confined within a single suite. It cannot spill out into the hallway, stairwell, or another suite. Hosts are responsible for keeping private parties private.

Parties on Friday and Saturday nights and on Sunday nights before Monday holidays (designated by the University) must end promptly at 2AM. Parties on other nights must end promptly at 11PM. Hosts are responsible for keeping noise and music at reasonable levels during the party, especially during the week. Parties are not allowed during Reading and Examination periods or during recesses on the College calendar. (NOTE: The eve of a College recess is its official beginning.)

All hosts must obtain a "Registration Form for Private Parties" from the Office of the Resident Dean (Room 12), fill it out completely, and return it to the Office of the Resident Dean by 3:00pm on the day of a party if the party is held Monday-Thursday. Parties to be held on a Friday, Saturday, or Sunday must be registered by 3pm on the preceding Thursday. Only two parties per entryway (as defined by a shared Resident Tutor) are permitted on any given night so hosts should plan accordingly and register their parties in advance.

If hosts cannot deliver a private party registration form to the Office of the Resident Dean by the 3pm deadline, they may submit the registration form as an email attachment to the Assistant to the Resident Dean by the same 3pm deadline. Students should enter their HUID numbers in place of their signature for electronically submitted forms. Students submitting a private party registration via email should expect the Assistant to the Resident Dean's confirmation that their party is registered within two hours. The registration form for private parties can be found on the Mather House website.

Hosts are then responsible for arranging a meeting with the Tutor on Call by Friday at 8pm for weekend parties, 8pm the day of the party for those held Monday – Thursday. If the meeting between the hosts and the Tutor on Call does not occur, the Tutor will alert the hosts that the party cannot go forward. The security guard and the Resident Dean will also be informed; the guard and Tutor on Call will shut down any party where the hosts have not had a meeting with the Tutor on Call.

Hosts are responsible for the behavior of their guests and may be charged for the costs of building repairs, overtime pay for cleaning crews, and/or Cambridge Fire Department fines incurred by Mather House as a result of private parties.

Hosts are reminded that Massachusetts law and College policy prohibit procurement or distribution of alcohol by anyone under 21 and provision of alcohol to anyone under 21.

Resident Tutors and the Security Guard will close down parties that violate these guidelines. When they do so, they will be acting on behalf of the Masters and the Resident Dean. Violation of these guidelines may result in the loss of party privileges and/or disciplinary action.

Sincerely,

The Mather Staff

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CAMBRIDGE, MA 02138

617-495-4829

September 2007

CLEANING UP AFTER PARTIES

While private parties are an essential and happy feature of House life, they sometimes have negative side effects, including—but not limited to—vomit, spilled drinks, and trash in the hallways and stairwells leading to and from the location of a party. We expect you to set standards of behavior—both for yourselves and your guests—that will keep the House from being inconvenienced in the aftermath of your party.

The custodial staff has placed a mop bucket and mop under the stairs in B Entry. After your party, check the hallways and stairwells around your suite. If there is any sort of mess (even if you are not sure if it came from your party), then throw out any solid trash and use the mop and bucket to clean up any fluids. It is not the custodial staff's job to clean up a public mess caused by guests attending your private party. There is a work sink in the laundry room of the tower basement or you can use a sink or shower in your suite. Please rinse off the equipment before returning it to the bottom of B Entry.

The Building Manager receives a list of registered parties each week. He will check for messes, damage, and vandalism in the areas surrounding suites that hosted parties. If he is not satisfied with the clean-up effort, he will contact the hosts with instructions for further cleaning. Failure to comply with the Building Manager's requests may result in the loss of party privileges for all students who hosted parties in the area on a given evening.

Thank you in advance for your cooperation. We are confident that Mather Pride will keep members of the House respectful of the people and spaces in our community.

Party on,

The Mather Staff

ASSEMBLY SAFETY

This notice must be posted at entrance of all private parties in Mather.

HUPD (5-1212)

UHS (5-5711)

Fire Dept. (9-911)

Mather Security Guard (5-4826)

Mather Tutor on Call (617-331-9510)

Emergencies

Call for help immediately and then get all persons to a safe place in an orderly manner. The contact person listed on the party registration form should be in charge of planning and leading any evacuations.

Overcrowding

Parties are limited to a number that can be in the suite safely, as determined by the House. Parties must be contained within a single suite and must not overflow into the entry. Entry/suite doors may not be propped open. Contact the Building Manager if you have questions about this issue. Anticipate crashing by outsiders attracted by music or word of mouth. Enlist friends to assist in asking uninvited and unwanted guests to leave. In the event of overcrowding, contact the Security Guard and/or Tutor on Call.

Exit Routes and Signs

Do not block exit routes or cover exit signs; this could slow down an emergency evacuation. Make sure exit routes are not compromised by people and furniture.

Fire Safety

Flames, candles, smoking, or pyrotechnics of any kind are prohibited at College events. Decorations must be fire safe. Consult the Building Manager or Harvard College Dean's Office (5-1558) for any questions regarding the safety of party decorations.

Drinking Age

The legal drinking age in Massachusetts is 21. It is a violation of state law for anyone under 21 years of age to possess alcohol and for anyone of legal drinking age to provide alcohol to someone under 21 years of age. Violators will be subject to College and/or state sanctions. Hosts must monitor the conduct of their guests.

Food and Non-Alcoholic Beverages

Food and non-alcoholic beverages must be provided at any party at which alcohol is served.

Recycling

Under Cambridge City law, hosts are responsible for recycling cans, bottles, and paper products.

Partying Responsibly

During the party, encourage guests who are of age to drink responsibly because alcohol can pose a serious health and safety risk when consumed irresponsibly. After the party, ensure that guests get home safely by calling a cab (5-TAXI) or Harvard University Shuttle (5-0400) if necessary.

See reverse side for Do's and Don't's of caring for an intoxicated person.

Caring for an Intoxicated Person

In an alcohol emergency, do not hesitate to call HUPD or UHS for assistance. Disciplinary action will **NOT** be taken against anyone (**REGARDLESS OF AGE**) who asks for or receives medical assistance related to alcohol consumption. Violation of other College rules (e.g., damage to property, physical violence) will, however, be reviewed.

Signs of Life-Threatening Levels of Intoxication

- Person has passed out, is asleep and cannot be aroused, or can only be slightly aroused for a few moments.
- Person's breathing is very slow, and perhaps irregular.
- Person's pulse is weak, or is either very slow or very fast.

If any of these signs is evident, call 9-911 and then call HUPD at 5-1212

Do's

- Do keep the person comfortable—but not by giving him/her another drink.
- Do position a drunk person on her/his side or stomach if s/he goes to bed, or is passed out. Be sure the person is not lying on her/his back because if vomiting occurs, s/he could choke and suffocate.
- Do keep the person from driving, biking, or transporting him/herself anywhere alone.
- Do keep your distance if the person gets agitated. Some people who are usually gentle-natured may become violent when intoxicated.
- Do talk to the person about his/her behavior under the influence of alcohol later on, in a private place. Don't be surprised if you encounter denial or irritation.
- Do call UHS Primary Care at 495-2001 or 495-8414, Mental Health at 495-2042 or The Center for Wellness & Health Communication at 495-9629 if you need follow-up information or resources on how to deal with this situation.

Don't's

- Don't leave the person alone, for safety reasons.
- Don't give any drugs or medication (not even aspirin) to the person to try to sober him/her up.
- Don't give the person food in attempts to "absorb the alcohol." This will increase the risk of vomiting.
- Don't give the person coffee, tea, or other liquid stimulants. You'll just have a wide-awake, agitated drunk person.
- Don't give the person a cold shower. S/he could fall, or the shock could make the person pass out.
- Don't try to exercise the person in hopes of "burning off the booze." This will not help, and could cause injuries.

TIPS TO MINIMIZE THE ENVIRONMENTAL IMPACT OF YOUR PARTY

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).

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.

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.

Buy items in bulk rather than individually wrapped.

Serve finger food - pre-sliced fruit, cake, etc so people can just grab and go without needing plates/knives etc.

Buy local and/or organic food. Look for recycled content plates and napkins.

HARVARD COLLEGE



OFFICE OF THE DEAN

UNIVERSITY HALL, FIRST FLOOR
CAMBRIDGE, MASSACHUSETTS 02138

SOCIAL HOST LIABILITY LAW

All students in Harvard College should be aware of the provisions of the Massachusetts Social Host Liability Law prohibiting the sale, delivery or furnishing of alcohol to minors.

Massachusetts law prohibits the sale, delivery, or furnishing of alcohol to persons under 21. In addition, a social host may under certain circumstances be held liable for injuries caused by a guest who, having consumed alcohol at the host's premises, does harm to himself or herself or to a third party. If the guest is a minor (i.e., under 18), and the host knew or reasonably should have known that it was furnishing alcohol to a minor, the host may be held responsible for injuries or damage to the minor or to third parties caused by the minor's alcohol-influenced actions. Furthermore, even if the guest was not a minor, a social host may be liable for injuries to third parties if the host knew or should have known that the guest was intoxicated but, nevertheless, gave him or her, or permitted him or her to take, an alcoholic drink.

For further information on the effects of alcohol, see

http://www.fas.harvard.edu/~empower/bewell/alcohol_drug_abuse.html