HOUSE EVENT REGISTRATION

Instructions: This form should be used to register House-based events whose participants are limited to members of the House community and their guests. This form should be submitted to the Office of the Resident Dean after review and approval one week prior to the event.

PART I – HOST INFORMATION

Host(s)							
First & Last Name	Signature	Date of Birth	Cell Phone Number	I have read and understand the alcohol- related policies.			
				Yes			
				Yes			
				Yes			
				Yes			
				Yes			

PART II – EVENT DETAILS

Event Date:	Location:			
Start Time:	End Time (no later than11:00pm on weekdays or 2:00 a.m. on			
	weekends):			
Number of Expected Attendees:	Alcohol Available: Yes No			
Type of Alcohol (if applicable): Beer Wine Malt Alternative (Note: No hard liquor can be served.)				
Detailed Description of Alcohol at event:				
Alcohol Delivered <i>(if applicable)</i> : Yes No	Date and Time of Delivery (if applicable):			
Detailed Description of Food and Alternate Beverages Available:				

PART III – SAFETY & SECURITY

Will you be having a Beverage Authorization Team? Yes No (If no, please be sure to complete the following table.)

Student Event Monitors (add additional page as needed)					
(Note: ID Checkers, Servers, and Monitors are all required, and must be at least 18 years old.)					
First & Last Name	Signature	Role	I have read and understand the alcohol-related		
		(ID Check, Server, or Monitor)	policies.		
			Yes		

PART IV - RESIDENT TUTOR & HOUSE STAFF REVIEW

Resident Tutor(s) who will be in attendance at the event (add additional page as needed):				
Signature:	Date:			
Signature:	Date:			
Signature:	Date:			

House Master/Designee Review and Approval:

House Master/House	e Administrator	Signature:
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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.

HARVARD COLLEGE ALCOHOL AND DRUG POLICY

1. LETTER FROM THE DEAN ON LAWS AND REGULATIONS

Each fall, the Dean of the College distributes a summary of Massachusetts and federal law and University policy involving alcohol and illegal drugs. Harvard College expects its students to be familiar with these alcohol and drug laws and policies and will respond to violations of policy in the manner described in the *Handbook for Students*. As the *Handbook* makes clear, there are is a wide range of possible sanctions, and the College considers each case on its own merits, taking into account the entirety of the circumstances, including, for example, whether there have been repeated violations of the rules. Students should not assume, however, that the response to a first violation necessarily would be the least severe.

2. PROCEDURES FOR SPONSORING PARTIES (Issued by the Office of the Dean of Harvard College)

a. PROCEDURE SUMMARY

- i. To determine the type of party you plan to sponsor and the regulations that will apply, please consult Section 4, Parts a,b,c,d,e.
- If applicable, complete the "Harvard College Event Registration Form" found at www.hupd.harvard.edu/forms/. The on-line form must be completed at least three weeks in advance of the event. Private events in Houses (Section 4, Part a) and smaller House events (Section 4, Part b) do not need to complete the "Harvard College Event Registration Form," but do need to follow House registration guidelines. See Section 4 for specific guidelines.
- iii. For those events that are required to complete the "Harvard College Event Registration," failure to obtain BAT coverage or police detail means that no alcohol may be served.
- iv. If applicable, obtain a Cambridge Entertainment License or Cambridge Liquor License after completing the online "Harvard College Event Registration Form" and receiving confirmation of approval. Be sure to read Section 3, below, before you complete the form.

3. ACQUIRING CAMBRIDGE LIQUOR AND ENTERTAINMENT LICENSES

- a. Determine which licenses, if any, are necessary by consulting the information below.
- b. Once you have completed the "Harvard College Event Registration Form" and received approval from the College Dean's Office, you must obtain the appropriate one-day license from the City of Cambridge. Students should follow specific instructions outlined in the on-line form to retrieve licenses from City Hall.
 - i. Note that the City of Cambridge requires that:
 - The contact person on the "Harvard College Registration Form" must be the same person requesting and picking up the license(s).
 - The contact person for the entertainment license must be at least 18 years of age.
 - The contact person for the liquor license must be at least 21 years of age and must present either his/her passport or Massachusetts I.D. (a Harvard student I.D. is not sufficient).
 - ii. The fees for these licenses are as follows (subject to change):
 - One day Cambridge Entertainment License: \$40.00
 - One day Cambridge Raffle License: \$10.00
 - One day Cambridge "All Liquor" License:
 - Parties of 1-100 people: \$100.00
 - Parties of 101 or more people: \$120.00
 - One day Cambridge "Beer and Wine" License:
 - Parties of 1-100 people: \$55.00
 - Parties of 101 or more people: \$75.00

ADDRESS

Cambridge Licensing Commission Michael J. Lombardi Municipal Building, First Floor 831 Massachusetts Avenue (between Harvard and Central Squares) Cambridge, MA 02139

TELEPHONE 617-349-6140

HOURS

During the academic year, the operating hours are Mondays 8:30 AM – 8:00 PM, Tuesday through Thursday 8:30 AM – 5 PM, and Fridays 8:30 AM – noon, except state and national holidays. Keep in mind that applications received within one hour of closing time will be processed the next business day. **Please plan ahead**.

- c. Display the license(s) at the entrance to the event. A site visit may be conducted by the City License Commission.
- d. Casino Nights are illegal. No licenses will be provided, as the Cambridge License Commission declares: "under no circumstances are casino nights, Las Vegas nights, or any other type of gambling allowed in the City of Cambridge."

4. TYPES OF PARTIES AND PARTICULAR RULES PERTAINING TO EACH

- a. PRIVATE EVENTS IN HOUSES
 - If you are hosting a private event, please use the Private Event Registration Form.
- b. HOCO AND HOUSE EVENTS (E.G., STEIN CLUB, HAPPY HOUR, HOUSE DINNERS, ETC.)
 - i. Events can only be advertised in the House and must follow the guidelines outlined in the *Managing Events with Alcohol* handbook (available through the Office of Student Life and Activities and online at: http://www.college.harvard.edu/student/activity_forms/managing_events.pdf).
 - Events are limited to House residents and their invited guests. Guests must present college or state-issued ID and sign in at the door, indicating name of Harvard host and all relevant information for guest and his/her host (email, phone, & address).
 - iii. Host(s) must monitor event and make sure there is no underage drinking. This means that a "best practices" system for making sure underage students are not served alcohol must be established and implemented at each event. Possibilities for such a system include having a BAT or having HoCo members check IDs at the entrance to the event and demarcate which students are 21 and older (for example by stamping hands, providing wristbands, or providing different colored cups). Throughout the duration of the event, HoCo leaders must continue to monitor and ensure alcohol is not provided to students who are under 21.
 - iii. Member(s) of the House staff must be present for the duration of the event. If a staff member has concerns that the event is not being properly monitored (for example, IDs are not being checked to identify those who are over or under 21, alcohol is being provided to those under 21, or alcohol is being consumed by those under 21), the staff member will speak with the host(s) about these concerns and ensure that the identified issues are corrected.
 - iv. Hard liquor will not be provided at these types of events. To promote student safety and legal service of alcohol, only *beer, wine, and malt beverages* shall be served at House and HoCo events of this nature. Sponsors should be mindful of the quantity of alcohol available for guests and are encouraged to follow guidelines on page 7 of the *Managing Events with Alcohol* handbook
 - v. Non-alcoholic beverages and food must be served throughout the event; 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.
 - vi. Event activities (e.g., music, comedian, movie, etc.) are encouraged so that the event isn't centered on the service of alcohol.
 - vii. HUPD presence may be required at the discretion of the House Master. ix. For House Master-sponsored events, the House Master is responsible for establishing a system to ensure compliance with Massachusetts law and may use a BAT, if desired.
 - viii. If there will be a direct or indirect charge for alcohol, a Cambridge Liquor License is required.
 - ix. The party must end no later than 11:00PM on weekdays or 2:00 AM on Friday and Saturday nights and on Sunday nights before Monday holidays (designated by the University).

c. LARGE HOUSE EVENTS (E.G., FORMALS, HOUSE DANCES, HOUSE THEATRE, ETC.)

- i. The Office of Student Life and Activities' approval of the event is required for a Cambridge liquor and entertainment license. The event must follow all guidelines related to event registration, ticketing, and management (See Student Organization Handbook p. 14: http://www.college.harvard.edu/student/handbook.pdf).
- ii. The event must be approved by the House Master and registered through the House. (Registration link: http://www.hupd.harvard.edu/forms/. Registration must be completed three weeks in advance of the event.)
- iii. Such events are ordinarily held in a common area of a House. In special cases, a House Master may approve holding an event in an outside facility, provided that the House Master is comfortable with safety precautions that have been taken (e.g. bus or cab transportation for students and guests is available), and the off-campus venue where the House event will be held is properly licensed for serving alcohol.

- iv. Member(s) of the House staff must be present for the duration of the event. If a staff member has concerns that the event is not being properly monitored (for example, IDs are not being checked to identify those who are over or under 21, alcohol is being provided to those under 21, or alcohol is being consumed by those under 21), the staff member will speak with the host(s) about these concerns and ensure that the identified issues are corrected.
- v. If alcohol is served, the HoCo must procure a Beverage Authorization Team (BAT). HoCos and guests may not provide alcohol in addition to that which is served by the BAT.
- vi. Students must follow specific House guidelines for how availability of alcohol is advertised. Advertising should follow the guidelines outlined in the *Managing Events with Alcohol* handbook. (available through the Office of Student Life and Activities and online at: http://www.college.harvard.edu/student/activity_forms/managing_events.pdf).
- vii. Events are limited to members of the House, their invited guests, or in some cases, other members of the Harvard community. Guests must present Harvard or other college ID and sign in at the door, indicating name of Harvard host and all relevant information for guest and host (email, phone, & address).
- viii. Police security is required when the event is open to the broader Harvard College community, and may be otherwise required at the discretion of the House Master.
- ix. Non-alcoholic beverages and food must be served throughout the event; 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.
- x. The event must be ticketed through the Harvard Box Office and must follow guidelines for capacity.
- xi. If the event is held in the Quad, the House Administrator should order additional shuttles from Harvard Transportation Services. The Office of the Dean of the College will pay for additional shuttles.
- xii. The party must end no later than 11:00PM on weekdays or 2:00 AM on Friday and Saturday nights and on Sunday nights before Monday holidays (designated by the University).

d. STUDENT ORGANIZATION EVENTS THAT ARE ONLY OPEN TO MEMBERS OF THE HARVARD COLLEGE COMMUNITY AND THEIR ESCORTED GUESTS

- i. The Office of Student Life and Activities' approval of event is required.
- ii. f the event will be in a House, House Masters' approval of location and size of event is required.
- iii. Harvard University Police Department (HUPD) presence is always required if alcohol will be served or attendance will exceed 100.
- iv. A Beverage Authorization Team (BAT) is required if alcohol will be served. HoCos and guests may not provide alcohol in addition to that which is served by the BAT.
- v. If admission will be charged, a Cambridge Entertainment License is required.
- vi. If there will be a direct or indirect charge for alcohol, a Cambridge Liquor License is required.
- vii. Advertising must be cleared in advance by the Office of Student Life and Activities and must be limited to the Harvard campus.
- viii. The party must end no later than 11:00PM on weekdays or 2:00 AM on Friday and Saturday nights and on Sunday nights before Monday holidays (designated by the University).
- e. EVENTS THAT ARE ONLY OPEN TO MEMBERS OF THE HARVARD COLLEGE COMMUNITY AND THEIR ESCORTED GUESTS AND LOCATED ON HARVARD'S CAMPUS BUT NOT IN A HOUSE
 - i. The Office of Student Life and Activities' approval of location and size of event is required.
 - ii. Harvard University Police Department (HUPD) presence is always required if alcohol will be served or attendance will exceed 100.
 - iii. A Beverage Authorization Team (BAT) is required if alcohol will be served. HoCos and guests may not provide alcohol in addition to that which is served by the BAT.
 - iv. If admission will be charged, a Cambridge Entertainment License is required.
 - v. If there will be a direct or indirect charge for alcohol, a Cambridge Liquor License is required.
 - vi. Advertising must be cleared in advance by the Office of Student Life and Activities and must be limited to the Harvard campus.
 - vii. The party must end no later than 11:00PM on weekdays or 2:00 AM on Friday and Saturday nights and on Sunday nights before Monday holidays (designated by the University).



January 2008

PUBLIC PARTIES IN MATHER

617-495-4829

This letter clarifies our expectations, in addition to the College's expectations outlined in this packet, for parties in public spaces at Mather House. The House Masters are happy to approve such events, so long as you follow the guidelines set forth in this packet, look out for your own and your guests' safety, and consider the well-being of members of the House who may not be in attendance.

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.)

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. After your party, check the hallways, stairwells and other areas surrounding your party's location. 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 party. 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 public 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 the guidelines for public parties. 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.

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.

Sincerely,

The Mather Staff

ASSEMBLY SAFETY

This notice must be posted at entrance of all public 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.

In an alcohol emergency, do not hesitate to call HUPD or UHS for assistance. Disciplinary action will <u>NOT</u> be taken against anyone (<u>REGARDLESS OF AGE</u>) 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 gentlenatured 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 42138

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