

QUINCY ROOM PARTY REGULATIONS

- **You are responsible for your guests and their behavior**, including physical damage done to the room and the surrounding area.
- The legal drinking age in Massachusetts is 21. It is a violation of Massachusetts 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 sanctions and state law. It is up to you to monitor the conduct of your guests.
- Parties can ordinarily only be held on Friday, Saturday, and days immediately preceding a holiday. Parties must end by **2:00 a.m.** Weeknight parties, if permitted, may be held until 11:00 PM. As the host, it is your responsibility to ensure that people exit your party, **as well as the House**, quietly.
- Parties are limited to a number that can be in the suite safely, as determined by the House. If the room is overcrowded, the tutor-on-call and/or the security guard will require that the hosts reduce the number of guests.
- Parties must be contained within the suite and must not overflow into the entry. Entry/suite doors may not be propped open. No more than 49 guests are allowed in each new Quincy suite.
- Food and non-alcoholic beverages **must be** provided at any party at which alcohol is served.
- You are responsible for cleaning the floors and collecting and removing all trash, especially in public areas like hallways and stairwells. Any damage should be reported to the House Building Manager, Dick Nerden_(nerden@fas).

Strategies for Being a Good Host

- Notify dorm neighbors about a party and provide a phone number they can call before filing a complaint with HUPD. It's a good practice to alert entryway of your party plans via e-mail (contact tutor for entryway e-mail list).
- Encourage your guests who are of age to drink responsibly. When consumed irresponsibly, alcohol poses a serious health and safety risk.
- Anticipate “crashing” by outsiders attracted by music or word of mouth. Ask friends to be ready to assist you in asking uninvited and unwanted guests to leave. And if you experience overcrowding, don't forget that the tutors are ready to help.
- Ensure that your party is environmentally friendly (see specific suggestions last page).
- Affix this page to the door during the party for quick reference to the numbers listed below.

Important phone numbers: Quincy Tutor-on-call 617 752-2337, Harvard Police 617 495-1212, UHS 617 495-5711, Fire 911

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 911 and then call HUPD at 617 495-1212.

(See reverse side for suggestions to minimize the environmental impact of your party)

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 then put the caps back on for recycling.

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.

Tips to Minimize High-Risk Behavior at Your Party

Having a dance party? Be sure to provide lots of drinks like water and PowerAde to stay hydrated on the dance floor.

Food runs out fast at parties...be sure to stock up. Pizza is always a big hit.

If you choose to drink, know what's in your drink and how strong it is

Best way to cure a hangover? Stop it before it starts by drinking lots of water while partying and avoid acetaminophen in the morning.

Harvard Amnesty Policy

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.

When in doubt, take the person to UHS

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QUINCY HOUSE PRIVATE EVENT (ROOM PARTY) REGISTRATION

REQUIRED FOR GATHERINGS OF 20 OR MORE PEOPLE

Instructions: Please fully complete and submit this form to the Resident Dean's Office by **Friday at noon** for events on Friday or Saturday. Please note that host(s) must meet with their entryway tutor or designee prior to any private event to review safety and security issues.

PART I – HOST INFORMATION

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.)

First & Last Name	Signature	Date of Birth	Cell Phone Number	I have read and understand the alcohol-related policies.
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes

PART II – EVENT DETAILS

Event Date:	Location:
Start Time:	End Time <i>(no later than 2:00 a.m.)</i> :
Number of Expected Attendees: (MUST be fewer than 50)	Alcohol Available: <input type="checkbox"/> Yes <input type="checkbox"/> No
Type of Alcohol <i>(if applicable)</i> : <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 Entryway or On-call Tutor and the Resident Dean to discuss plans for the event and to obtain approval.

Entryway Tutor or Tutor-on-Call Signature: _____ Date: _____

Please print name here

Resident Dean or Designee Signature: _____ Date: _____