

Adams House Event Space Contract

Organization _____

Event Date _____ Event Start Time _____ Event End Time _____

Event Space (choose one):

- Claverly Multi-Purpose/Pool Room
- Oaktel North Dining Room

Thank you for applying to host an event in Adams House. Please bring this completed document to the House Administrator who will present this to House leadership for approval to host an event in Adams House.

Please note that use of the space indicated above does not include access or usage of any additional space or rooms of the House. Events must remain within the reserved space and cannot spill into the Washburn Gallery or Entry Lounge in Claverly or the Atrium in The Oaktel.

Obtaining Permission

___ Your organization must have a resident member of Adams House willing to serve as a co-contact and be present for the duration of the event. Additionally, your organization must be a recognized student organization by the Office of Student Life and be in good standing with the University.

Adams House Resident Name: _____ House Room Number: _____

Email: _____

___ Obtain permission from Adams House by sending a written proposal to the House Administrator by Wednesday at 9am on the week of your event. Please Note: We will not grant permission for an event the night before a standardized test (MCATs, LSATs, etc.) or any other night that we deem a disturbance to a significant number of House members. Adams House restricts itself to one event in the Claverly Multi-Purpose/Pool room and Oaktel North Dining Room per weekend (Friday and Saturday nights only) and will give all House events priority.

___ You must submit a refundable deposit of \$200 to secure your reservation of the dining hall. This deposit may be submitted either as a check made out to Harvard University or cash. Checks will be cashed only under infringement of the policies outlined in this contract. Otherwise, checks will be destroyed, and cash will be returned after the event.

___ Alcohol cannot be served at your event.

___ All event guests must be Harvard community members. Non-HUID holders cannot attend the event. Event hosts are responsible for enforcing this policy and should check for university ID cards at the door if the event is a dance party

___ You may cancel your event for a full refund any time before the event by emailing Matt Burke, the House Administrator.

Pre-party procedure

___ On the Friday before your event, you must check-in with the Building Manager who will give you cleaning supplies for the event

___ You must check-in with the security guard in the Building Manager's Office. Let the security guard know the nature of your event and confirm that you have necessary paperwork

___ You MAY NOT cover lights with any material. Some safety lights remain on in the dining hall and you may not alter these in any way.

___ If using Oaktel North Dining Area: Stack tables and chairs neatly and securely. Do not push tables; you must lift each end when moving. Make sure you have adequate personnel to set up and clean up the party. Furniture should be put back into its original configuration once your event ends.

___ If using Claverly Multi-Purpose/Pool Room: Meet with the Building Manager before your event to obtain a key to the furniture storage closet in the Multi-Purpose Room. Before your event, carefully and neatly store all furniture in the storage area and lock the door. Furniture should be put back into its original configuration once your event ends.

___ You may not lock or obstruct any doors.

During the event

___ You must monitor the main entrance to the building for guests outside who cannot swipe into the building. The security guard is not under obligation to open the door for them.

- You must monitor the crowd in the spaces and hallways adjacent to your event. Guests should not be congregating in those areas (particularly the Washburn Gallery and Entry Lounge in Claverly and Atrium in The Oaktel).
- Keep music (particularly bass volume) and crowd noise at a reasonable volume. Respond promptly and politely to requests made by police, tutors, or other university administrators regarding noise and crowd control. Remember, you are guests in our House and student rooms are located above the space you are renting.
- Music must be turned off at 1:30am. The room must be empty by 2:00am
- The Adams Tutor on Call will be informed in advance and will check-in on events. The Tutor on Call may close events down if they determine any of the policies above are not being followed

After the event

- Thoroughly clean space. Pick up all debris and sweep.
- Replace all furniture and items into their original configuration.

Summary

Adams retains the right to rescind permission for your event after the contract is submitted. If your organization violates any regulations, they will not be allowed to hold any other event in Adams House for the following two full semesters.

By signing this contract, I agree that my organization will agree to all rules presented in this document and any others noted in the space below. I understand that Adams will keep my \$200 deposit and term-bill the individuals listed below for damage costs above the \$200 deposit. If my organization does not follow these policies and we will not be allowed to return for two semesters.

Event Title: _____

Petitioner: _____ Signature: _____

Two additional organization members assisting at the event:

Name: _____ Email: _____

Name: _____ Email: _____

House Admin _____ Date: _____

__ \$200 Deposit Received

Extra requirements or regulations