

ADAMS HOUSE COMMUNITY PARTY SPACE RESERVATION CONTRACT

Instructions:

- Use this form to register events held in the **K-Space** and **Molotov Room**.
- All hosts must have completed the **2019 DAPA/CARE party trainings** prior to submitting this form.
- Participants are limited to members of the House community and their guests.
- Parties that charge admission or publicize outside of Harvard are not permitted.
- Contact Amber (adams_coordinator@fas.harvard.edu) as far in advance as possible to reserve the K-Space or Molotov for your event. Reservations are granted on a first come, first served basis.
- Hosts must meet with the Tutor-on-Call (for the weekend of the party) **before Wednesday at noon**.
- This form must be signed by the Tutor-on-Call (for the weekend of the party) and submitted with a **\$100 deposit check made out to Harvard University to Amber in C-18 by Wednesday at noon**. Deposit will be returned once an inspection of the space has determined that it was properly cleaned and cared for.
- As a final step, complete the **online party registration form** (<https://forms.gle/WeBEaacDVutVeypp8>) **by Friday at noon**. This ensures that the House tutors receive the information about your party.
- You will receive a Party Confirmation email from Amber by 5pm on Friday if your party has been approved.
- If you have party-related questions after business hours, please contact the Tutor-on-Call at 617-999-5878.

PART I – Host Information (two Adams hosts required, must be 21+ if serving alcohol)			
<i>First & Last Name</i>	<i>Signature</i>	<i>Date of Birth</i>	<i>Cell Phone Number</i>

PART II - Event Information	
Event Date:	Location:
Start Time:	End Time:
Number of Expected Attendees:	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	
Detailed Description of Alcohol at Event:	Description of Noise-Causing Activities:
Detailed Description of Food and Alternative Beverages Available:	

PART III – Community Standards, Safety, and Security	
<i>Initial after each item to indicate you have read and understand the following party-related policies:</i>	<i>Initial</i>
Hosts must be present for the entire party and are responsible for alcohol service.	
All parties must end by 2:00am. Music must be turned off by 1:30am.	
Hard alcohol is not permitted in Adams House Community Party Spaces.	

Organizations such as Final Clubs, fraternities, sororities, or Social Clubs are not permitted to book rooms, even if its members are Adams House affiliates.	
If alcohol is served, food and non-alcoholic beverages must also be served. If food and non-alcoholic beverages run out, alcohol service must stop. (Don't forget about DAPA grants .)	
You are responsible for your guests. This means that, while throwing a party, you should be mindful of any hostile language or harmful behavior that might jeopardize your guests' wellbeing. As a host, you should take the lead in ensuring mutual respect and accountability among your guests in order to prevent any instances of sexual assault, harassment, or violence. Moreover, you should make certain that your guests leaving your party are fully alert, healthy, and in a condition to get home safely.	
If you are planning to serve alcohol at your party, you must be at least 21 years of age. Per state laws and College policies, only guests 21+ years old may consume alcohol. Please encourage your guests to drink responsibly. Activities that promote high-risk drinking, such as excessive and/or rapid consumption of alcohol, particularly of a competitive nature, are not permitted. As a host, you should demonstrate a satisfactory understanding of strategies to create safe social environments, as well as an understanding of the applicable laws and policies governing alcohol.	
Ask friends to be ready to assist you in asking uninvited and unwanted guests to leave. If you need help managing your guests or your party in any way, don't forget that the tutors are ready to help. If things get out of control, it is your responsibility to seek help in order to protect the safety of your guests and the larger community.	
Remember the Harvard College Amnesty Policy : You may bring an intoxicated or drug impaired friend to HUHS or a hospital or seek staff assistance and neither you nor the friend will face disciplinary action from the college for having used or provided alcohol or drugs.	
Hosts are expected to clean up after the party according to the guidelines on the bottom of this form by 3:00am following the party . Failure to comply will result in loss of deposit and further fees will be term-billed to the hosts' accounts. Hosts are also subject to disciplinary action.	

PART IV – TUTOR ON CALL REVIEW/APPROVAL

Full Name and Signature of Tutor-on-Call	Date

CLEANING CHECKLIST

Please see Jorge for questions about cleaning supplies.

- ✓ The community party spaces are left in the same condition as you found them.
- ✓ Floors are swept and mopped. (Cleaning supplies are in the supply closet.)
- ✓ All surfaces are wiped down and clean.
- ✓ Trash and recycling are removed from the space and placed in the appropriate bins.
- ✓ All food and drinks are properly disposed of.
- ✓ All chairs and furniture are returned to their proper places.
- ✓ All equipment and lights are turned off.
- ✓ All decorations are removed. Nothing has been taped to the walls.