

# Adams House Dining Hall Use Contract

Organization \_\_\_\_\_

Event Date \_\_\_\_\_ Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_

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

Please note that use of the Dining Hall does not include access or usage of any additional space or rooms of the House, nor use of the room's audio system. Contact HoCo (adamshoco@gmail.com) if you would like to use the audio system.

## 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.

Name: \_\_\_\_\_ Adams Room Number: \_\_\_\_\_

Email: \_\_\_\_\_

- Contact the Adams House Administrator to be certain that the dining hall is available for the proposed date of your function.
- Obtain permission from the Adams House by sending a written proposal to the House Administrator at least three weeks prior to your proposed event. This proposal will be discussed by the senior staff and HoCo. We hold weekly staff meetings on Wednesday. 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 dining hall per month 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 must be submitted as a check made out to Harvard University and will be cashed only under infringement of the rules outlined in this contract. Otherwise, the check will be destroyed after the event. The check should be submitted to the House Administrator with the completed contract.
- There are two options for rental. Please select one and submit your non-refundable check for the full amount listed.
  - Option 1 Full Service:
    - ☐ A Harvard FMO team will come in to remove dining furniture before you event, and after clean the hall and reset furniture \$1,125.00
  - Option 2 Assistance:
    - ☐ A Harvard FMO staffer will come in to supervise your club's team to remove the dining furniture before your event, and after oversee your team cleaning up and resetting \$400.00
- If holding a dance party, you must agree to allow only Harvard college students to attend the event and must check for university ID cards at the door.
- Adams House requires an HUPD and Crimson EMS detail for late night events in the Dining Hall.
- You must notify your organization's advisor and have their approval for your event, in writing. They are required to attend your event.

## Pre-party paperwork

You must secure the following before your event and return paperwork to the House Administrator seven days before the event:

- HUPD detail
- College Party Registration Form
- Appropriate License from City of Cambridge (i.e. Entertainment, Vendor)
- House Dining Hall contract, rental fee, security deposit
- You may cancel your event for a full refund any time before noon the Thursday before your weekend event by emailing the Adams House Administrator.

## Pre-party procedure

- You must check-in with the security guard in the House Building Manager's Office. Let them know the nature of your event and confirm that you have necessary paperwork and permits and that you know the regulations.
- 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.
- Remove napkin baskets and salt and pepper shakers and store in a safe place.
- Stack dining hall tables and chairs neatly and securely in the dining hall. 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.
- YOU MAY NOT LOCK OR OBSTRUCT the following: The door located at the rear entry of the dining hall which provide an entrance/exit to the building. The entrance into the dining hall from the lobby. Additionally, the dining hall is the connection from the front doors to the elevator and Adams residents must be permitted to pass through the dining hall.

#### **During the event**

- You must monitor the main entrance to Adams 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 both the dining hall and lobby.
- Keep music (particularly bass volume) and crowd noise at a reasonable volume. Respond promptly and politely to requests made by police, Securitas, tutors, or university administrators regarding noise and crowd control. Remember, you are guests in our house and student rooms are located above the dining hall.

#### **After the event**

- Thoroughly clean dining hall floor. Pick up all debris and sweep.
- Replace all furniture and items (including napkins and salt and pepper shakers exactly as you found them).
- Pick up all debris left by guests of your event, particularly in the lobby, hallways, Gold room, and outside near the main entrance.  
See Rental options 1 & 2 on page 1.

#### **Summary**

Adams House 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 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 House will keep my \$200 deposit if my organization does not obey the rules 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: \_\_\_\_\_

Deans & HoCo Approval: \_\_\_\_\_ Date Approved: \_\_\_\_\_

House Admin \_\_\_\_\_ Date: \_\_\_\_\_

\_\_ \$200 Deposit Received    \_\_ \$1,125 or \$400 Fee Received [made out to Harvard University]

#### **Extra requirements or regulations**

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