HARVARD COLLEGE
FRESHMAN DEAN’S OFFICE

SUITE PARTY REQUEST FORM

Parties can ordinarily be held only on Fridays, Saturdays, and days immediately preceding a holiday. Parties are not allowed during Reading Period and Finals.

As the host(s) of a party it is your responsibility to:

- Speak with or email your entry proctor in advance about your plans for holding a party. Submit this form, complete with signatures, to your proctor and Resident Dean of Freshmen by 3:00 pm the day before the proposed party. Proctors can and will shut down parties they don’t know about.

- Inform the residents in your entryway and any others near the location of the party.

- Confine the party to your suite. Parties may not overflow into the entry, and entry-suite doors may not be propped open.

- Parties are limited to a number that can be in the suite safely, as determined by the Proctor/FDO. There may be no more than one party per entry per evening.

- Know and obey the laws of the Commonwealth of Massachusetts and Harvard College regarding alcohol. It is illegal for anyone under the age of 21 to possess alcohol and illegal to provide alcohol to anyone under 21. As hosts, you will be held responsible for any infractions of this law that take place at your party.

- Ensure the conduct of your guests is orderly. Remember, if you need assistance, call on your Proctor. Other potentially helpful numbers: Harvard University Police: 5-1212, Fire: 5-1511, UHS: 5-5711. You are responsible for your guests and their behavior. You can incur disciplinary action for your guests’ behavior as well as your own.

- Anticipate “crashing” attempts by outsiders attracted by music or by word of mouth. Ask several friends to be ready to assist you in encouraging uninvited and unwanted guests to leave the party.

- Remember that all music must be turned off and the party closed down by 1:00 am. Proctors will close down parties that are deemed to be overly loud, disruptive, or crowded, at any time.

- Collect and remove all trash, especially in surrounding public areas, when the party is over. Report any damage to Yard Operations. Damage in the area will be assumed to have been caused by guests and will be the responsibility of the hosts. Clean the floors, especially those in public areas (stairwells, hallways, etc.), if necessary. Mops and brooms are available from Yard Operations.
Party Registration

Submit to your Proctor and RDF at least 24 hours before the party (Saturday parties by 3:00 pm on Friday).

Party Details:

Party Date: _________________________________________________________

Party Location (entryway & room number): _______________________________

Designated Host: _____________________________________________________

Designated Host Cell: _________________________________________________

Number of People Expected: ____________________________________________

Party Begins: _________________________________________________________

Parties must end by 1:00 am.

We the undersigned have read and understand all FDO party regulations, in addition to Massachusetts law and Harvard College policy governing alcohol and entertainment.

Name of Host(s) Signature of Host(s) (Required)

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I have talked with the host(s) about this party, and I or another proctor designated by me intend to be available in case of emergency or if the hosts otherwise need my help. I have provided appropriate contact information.

Entry Proctor: _________________________________________________________

(Print) (Signature)