

CABOT HOUSE PARTY GUIDE

Guiding Principles

Cabot House wants you to have a fun college experience. Last year we created new policies based on student feedback in order to reduce the barriers for students to have events in the house.

Your Cabot staff most of all wants you to be safe. You should always feel free to call on tutors and /or HUPD if you have any questions or concerns.

Also remember that Cabot House is a community of people living in close-quarters, so we must work together and respect each other.

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Did You Know: The Lines on a Solo Cup are Measurement Marks



CABOT EMERGENCY NUMBERS

Tutor On-Call #: 617-512-6088

HUPD emergency line: 617-495-1212

HUHS 24-hour Urgent Care: 617-495-5711

Operations Center: 617-495-5560 (tell tutor too)

Cabot Security Su-Fr 4PM -8AM: 617-496-2344

WHAT IS A PARTY?

- A party is any gathering of more than 15 people, whether alcohol is served or not.
- Student organizations may host parties at Cabot. Student organization events or parties must be registered with OSL if they meet the conditions outlined here:
<http://osl.fas.harvard.edu/event-registration>
- ALL parties must be registered or Fast Tracked. People who host unregistered parties or who violate other party rules are subject to disciplinary actions, including losing the right to host parties.

TYPES OF PARTIES

- You can host parties in your suite or a public space, including the Aquarium. The Aquarium has a different registration process from other parties, see below for more information.
- More than 100 guests—parties of more than 100 people need additional planning feedback from the House Staff and should be discussed well in advance. They are usually held in the Aquarium.
- Fast Track eligible rooms are able to host parties for up to 50 guests without preregistration by attending our Fast Track workshops and signing up with an easy on-line form.

PARTY REGISTRATION: WHO, WHEN, AND WHERE

Who should register a party?

- A designated host(s) should register the party as the official point-person. **Hosts are expected to be present for the entire event, monitor the event, and ensure there is no underage drinking.** To do so

¹ Image from Gizmodo. Casey Chan, "What the Lines of a Red Solo Cup Actually Mean," *Gizmodo*, June 12, 2012, <http://gizmodo.com/5918077/what-the-lines-of-a-red-solo-cup-actually-mean>

effectively, hosts should take the responsibility of alcohol service. All members of a suite, however, are responsible for guests and their behavior, whether present or not.

- Hosts of private events where alcohol is to be served must be 21 and must be residents of the suite. All hosts must meet with an on-call tutor prior to the party.
- In suites of mixed ages where at least one person who lives in the suite is over 21, parties may have alcohol on a provisional basis with permission from the house.
 - The number of 21+ hosts must be reasonable for the number of expected guests. For example, for a small party of 15-20 people drinking wine, one 21-year-old host can reasonably control their guests. For larger parties, more 21+ hosts are required.
 - A good rule of thumb is to have one host per 25 guests.
- Students are required to attend the first mandatory entryway meeting of the year—or schedule a make-up meeting—prior to hosting their first private party of the academic year.

When can a party take place?

- Parties are only permitted on Friday and Saturday nights.
- Parties are not allowed on nights before the LSAT or MCAT, during reading and exam periods, or over holidays, including Thanksgiving and spring break.
- If a student in your building has indicated that s/he is taking a GRE subject test, you will not be able to host a party the evening before the exam. Beth will inform you of these dates as they approach.
- The ending time for approved parties is no later than 2am. This time has been negotiated with the city of Cambridge. The on-call tutors will drop by at 2am to thank you for closing things down responsibly. If, however, your party is still going on, the tutors can help you move your friends towards home.
- Recognized student groups affiliated with Cabot students may be permitted to host quiet social events in common areas during reading period at the discretion of the House, subject to additional rules. Please talk with Beth to discuss.

Where can a party take place?

- No two (or more) rooms or suites on the same floor of the same building may host parties at the same time. If two rooms on the same floor hope to host an event, parties will be approved on a first-come, first-served basis.
- In a suite able to accommodate 15+ guests. A one-room single cannot accommodate that many guests.
- House common spaces may be used by Cabot students (or recognized student groups affiliated with Cabot students) to host private student parties if the host(s) abides by these rules and reserve the space with the House Administrator, Amanda Pepper (ca-ha@fas.harvard.edu).
- Recognized student groups are subject to college-wide policy as described by the Office of Student Life.
- Cabot has many common spaces, and their capacities vary greatly. Amanda can help you choose the right space.
- Events with attendance above 100 require discussion with house staff more than a week in advance.

STEP 1: RULES FOR REGISTERING YOUR PARTY

How to register a Party

There are three processes for party registration—Aquarium, Fast Track, and All Other

- For the Aquarium
 1. Email cabotaquarium@gmail.com to set up a meeting with the managers of the space.
 2. Fill out and hand in a reservation request form and deposit to the managers at your meeting. The forms can be found outside the House Dean's Office, or on the Cabot webpage.
 3. Reservations are approved on a first-come, first-served basis. Hosts must have completed the reservation process by Thursday evening of the party weekend to be confirmed.
 4. Be sure to understand and review the rules listed below/on the registration form.

- Take Part in Fast Track Program
 1. Sign up and attend a workshop session. All members of a suite must attend a workshop in order for a suite to qualify. They do not have to attend on the same day.
 2. Fast track register your party before it begins by
 1. Filling out the quick Google form
 2. Confirming receipt with tutor on call
- OR: Follow the Normal Party Registration Route
 1. Fill-out the “Private Event Registration” form (available on the Cabot website or outside A-22)
 2. Submit to Beth by 3pm On Thursday. All members of the suite must make a concerted effort to talk with Beth when dropping off the form, but all responsible hosts should be there. No party with alcohol may be registered without a 21+ host meeting with Beth.
 3. When you submit the form to Beth, you will have a conversation about rules and expectations for party hosting. You may not leave your form without speaking to Beth. Feel free to email her (cabot-ard@fas.harvard.edu) to set up an appointment. Tutors cannot register or approve parties.

STEP 2: RULES FOR PREPARING FOR YOUR EVENT

Contact the on-call tutors

Once the party has been registered, please get in touch with the on-call tutors at least 24 hours in advance. The on-call tutors will meet with you before the party to address any concerns you might have and exchange emergency contact information.

Purchasing alcohol Hosts should not purchase more alcohol than the number of expected attendees of legal drinking age can reasonably consume safely.

Purchasing snacks If alcohol is served, food and non-alcoholic beverages must also be served. If you run out of food and/or non-alcoholic beverages, alcohol service must end. Cabot suggests applying for DAPA grants!

Inviting Guests Parties are always by personal invitation only. Attendance is limited to the number of students that can safely be in the suite—**a small two-person suite can safely hold 20 guests, and a large 5-person suite 50**. Be aware of party crashers, especially underage party crashers who might not be safe.

STEP 3: RULES FOR YOUR PARTY

*For all parties, the hosts must know and obey the laws of the Commonwealth of Massachusetts and the rules of Harvard University

[The Harvard College Alcohol and Drug Policy](#) is available in the student handbook under General Regulations→Standards of Conduct in the Harvard Community→Drugs and Alcohol

- Providing alcohol to anyone under the age of twenty-one is illegal.
- Activities promoting high-risk drinking, including excessive and/or rapid consumption of alcohol, particularly of a competitive nature, are dangerous and **never** permitted.
- If alcohol is served, food and non-alcoholic beverages must also be served. If you run out of food and/or non-alcoholic beverages, alcohol service must cease.
- According to Massachusetts state law, social hosts may be held liable for injuries caused by guests who consume alcohol at the hosts’ premises and then harm themselves or third parties.
- Please always remember Harvard’s [Amnesty Policy](#): **“Students may bring an intoxicated or drug-impaired friend to University Health Services or to a hospital, or seek assistance from College residential life staff or HUPD, and by doing this, neither they nor the friend will face disciplinary action**

from the College for having used or provided alcohol or drugs.” In other words, if anyone at your party is sick and in need of medical attention, do not hesitate to seek help.

Community Rules

- Please be conscious of noise levels and heed requests to lower the volume of your party. City of Cambridge residents will often call the city police if you are disturbing them, and it would be nice if this did not happen! We want to maintain good relations with our neighbors. We recommend doing a sound check to determine what you can hear from the lawn or street.
- Parties may not extend out into the hallway or other common spaces without specific prior permission.
- Attendance is limited to the number of students that can safely be in the suite.
- Please keep entry doors locked and meet non-Harvard guests downstairs. Your dorm neighbors appreciate it!
- Students and their guests may **NEVER** be on the fire escapes (unless there is a fire!) or the roof of a building, and HUPD will immediately shut down a party if they observe this behavior.
- If at any point you feel worried at all about the number or behavior of your guests, please do not hesitate to contact the on-call tutors. They will help you! If a tutor independently feels that a party is getting out of control, s/he may decide to shut it down. Please be respectful.
- Please remember to be considerate of the maintenance and custodial staff of Cabot House and take responsibility for cleaning the floors, if necessary, and collecting and removing all trash/recycling, especially in public areas. Any damage should be reported to the Building Manager, Mike Russell. Please **recycle** your cans, bottles, and paper products.

Please note that individuals and/or suites who consistently disobey any of these rules will lose party privileges and may be subject to disciplinary action.

philipmartin.info

AQUARIUM RULES

1. **Follow the registration process outlined above**
 - a. Only Cabot students can reserve the Aquarium for parties. There must be at least two Cabot hosts for every event.
 - b. Events that charge admission or that publicize outside of Harvard are not permitted.
 - c. On Friday and Saturday nights, preference will ordinarily be given to party reservations (as opposed to movie screenings, meetings, etc.).
2. **After your party is over:**
 - a. You must complete a cleaning checklist that ensures the room is in the same condition you found it.
 - b. Staff will be checking the room at **noon** after the event. Failure to complete the checklist will result in loss of deposit, additional term-billed fees, and/or disciplinary action.
3. **Alcohol policy:** Usual college rules apply, and the hosts are responsible for ensuring that underage guests are not served alcohol and that those who are drinking are doing so safely.
4. **Maximum capacity:** for the Aquarium is 100 people. Hosts are responsible for keeping their party within the limit, and if a tutor-on-call is concerned about over-crowding, then the party may be shut down. Parties with more than 100 expected guests require planning with house staff.

