

CABOT AQUARIUM RESERVATION REQUEST

Instructions:

- This form should be used to register events held in **The Aquarium**.
- Participants are limited to members of the House community and their guests.
- Parties that charge admission or publicize outside of Harvard are not permitted.
- Reserve the room by emailing the managers at **cabotaquarium@gmail.com** to set up a meeting and pay the **appropriate deposit**.
- Hosts must make arrangements with the managers by Thursday evening before the party.
- Reservations are approved on a first-come, first-served basis. If the party is approved, the reservation will be confirmed.

PART I – HOST INFORMATION (minimum of two Cabot hosts & if alcohol: minimum of two 21+ hosts)

<i>Hosts</i>				
<i>First & Last Name</i>	<i>Signature</i>	<i>Date of Birth</i>	<i>Cell Phone Number</i>	<u><i>I have read and understand the alcohol-related policies.</i></u>
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes

PART II – EVENT DETAILS

Event Date:	Location: Aquarium
Start Time:	End Time <i>(no later than 2:00 a.m.)</i> :
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 <input type="checkbox"/> Liquor	
Detailed Description of Alcohol at event:	Description of Activities that cause noise (DJ)/band/dancing):
Detailed Description of Food and Alternate Beverages Available (if food and non-alcoholic beverages run out, alcohol service must stop):	

PART III – COMMUNITY STANDARDS, SAFETY, AND SECURITY

- Hosts must be present for the entire party and are responsible for alcohol service.
- If alcohol is served, food and non-alcoholic beverages must also be served. Don't forget about DAPA grants.
- Student groups using this space are expected to follow OSL guidelines for party registration.
- Safe alcohol service is a hard job. Cabot would like to remind you that SES teams are available to provide service. <http://cqh.harvard.edu/bartenders-hire>
- Hosts are expected to clean up after the party according to the guidelines on the back of this form by noon the next day.
- Failure to comply will result in loss of deposit and further fees will be termed-billed to the hosts' accounts. Hosts are also subject to disciplinary action.
- As in any party registration, hosts are expected to meet with the on-call tutor prior to the party.

PART IV – Staff Review/Approval : Must be submitted to Beth by 9am Friday morning for party to be confirmed.

Signature of an Aquarium Manager and/or Daniel Lewis

Signature: _____ Date: _____

**** Please be sure to read the Party Policy and Clean-up Guidelines on the back side ****

How to reserve 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.
 - a. Parties of 0-49 people = \$50 deposit
 - b. Parties of 50-99 people = \$100 deposit
 - c. Parties of 100+ people = \$250 deposit
3. Reservations are approved on a first-come, first-served basis. Hosts must have completed and submitted the reservation process by Thursday evening of the party weekend to be confirmed.

The forms can be found outside the House Dean's Office, or on the Cabot webpage.

After your party is over:

- You must complete a cleaning checklist (below) that ensures the room is in the same condition you found it.
- 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.

Reserving the Aquarium: Policies and Procedures

- Only Cabot students can reserve the Aquarium for parties. There must be at least two Cabot hosts for every event.
- Events that charge admission or that publicize outside of Harvard are not permitted.
- Weekend Nights: On Friday and Saturday nights, preference will ordinarily be given to party reservations (as opposed to movie screenings, meetings, etc.).

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.

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.

CLEANING CHECKLIST

(Please see Mike for questions or trash bags, etc.)

- Aquarium and other spaces must be found in the same condition as you entered.
- Floors are swept and mopped. (Cleaning supplies are in the supply closet.)
- Sinks, bar, and other surfaces are wiped down and clean.
- Trash and recycling are in the appropriate trash bins and taken out.
- All food and drinks are properly disposed of. Refrigerator and kegerator are clean and empty.
- All chairs are returned to their proper places, stacking chairs are stacked, etc.
- All equipment and lights must be turned off.
- All decorations are removed. Nothing has been taped to the walls.
- If the gym bathrooms are used, they should be left as they were found (no cups or spills, etc.)