

HARVARD COLLEGE
CABOT HOUSE
OFFICE OF THE ALLSTON BURR RESIDENT DEAN
60 LINNAEAN STREET, CAMBRIDGE, MA 02138



Cabot House Party/Gathering Regulations

The attached form is to be used by all Cabot students planning to have a party/gathering in their suite/residential space. Before the initial meeting can be scheduled, a completed version of the attached form must be submitted by email to cabothousedean@fas.harvard.edu and ac_cabot@fas.harvard.edu by **3:00 PM on the Wednesday before the party**. Once the form has been submitted, students must meet with the Academic Coordinator. If Michelle is not available, then students will meet with the Resident Dean. Following that meeting, all students hosting will meet with at least one of the Tutors on Call scheduled for the date of their event. **That meeting must take place by 1:00 PM on Friday.**

Hosting unregistered parties can lead to disciplinary action.

Parties are gatherings of 10 people or more after 10 PM on a Friday or Saturday, whether or not alcohol is served.

Parties can be hosted in suites, but not hallway singles.

If any information listed on your form is untrue, your party may be cancelled, and your ability to host future parties may be revoked.

You may not host a party if you are sick. If you or any member of the hosting suite is ill, cancel. Failure to do so may result in disciplinary action.

Room Party Regulations

- After submitting the form, all hosts schedule time to meet with the Academic Coordinator either in person or via Zoom no later than 3:00 PM Thursday. If a Zoom meeting, cameras must be on. If the Academic Coordinator is not available, the hosts will need to schedule time to meet with the Resident Dean.
- Following the meeting the Academic Coordinator, the hosts need to meet with at least one of the Tutors on Call the date of the party. Once that meeting has taken place, the Tutor will notify the Academic Coordinator or Resident Dean as to whether the party is approved by 2 PM Friday.
- **All suite members must sign the party form.**
- There can be only one party per floor per building per night.
- **You are responsible for your guests (whether they are Harvard students or not) and their behavior, including physical damage to your room or the House.**
- The legal drinking age in Massachusetts is 21. It is a violation of Massachusetts law for anyone under 21 years of age to possess alcohol and for anyone of legal drinking age to provide alcohol to someone under 21 years of age. Violators will be subject to College sanctions and state law. It is up to you, the host(s), to monitor the conduct of your guests.
- **Disciplinary action will NOT be taken against those who ask for or receive medical help related to alcohol consumption; the violation of other College rules (for example, damage to persons or property) will be considered.**
- Food and non-alcoholic beverages, including water, must be provided at any party at which alcohol is served. **If either runs out and alcohol remains, the party is over.**
- Smoking is not allowed in any Harvard College building, including courtyards. You are responsible for enforcing this rule during your party and for addressing any violations.

- Cooperate with your neighbors. Tutors are officers of the University and may require, in the event of policy infractions, that you deliver your University identification card. Cooperate with your neighbors.
- **Parties can only be held on Fridays and Saturdays and must end by 2:00 AM. Weeknight parties are not permitted.** As host(s), it is your responsibility to ensure that people exit, your party, as well as the House, quietly. It is recommended that guests begin dispersing and clean up commence at least 30 minutes before the stated time to ensure compliance with the quiet hours policy.
- In-suite parties are not allowed if there is a standardized test (LSAT or MCAT) the following day, if there is an event such as the Harvard-Yale Game or the Head of the Charles Regatta, during breaks, Reading Period, or Finals.
- Recognized student groups affiliated with Cabot students **may** be permitted to host social events in common areas during Reading Period, but approval is at the discretion of the House. Contact the Resident Dean to discuss.
- Parties should occur within a suite and not overflow into the hallway. Hallway/suite doors may not be propped open.
- You are responsible for collecting and removing all trash, including that in surrounding public areas (hallways, stairwells, etc.) when the party is over. Report any damage to Mike Russell, the Building Manager. Damage in the area will be assumed to have been caused by guests and will be the responsibility of the host(s). If necessary, clean the floors, especially those in public areas. Use recycling bins for bottles, paper and other materials. You are responsible for recycling your cans, bottles, and paper products. This is a Cambridge City law.

Important phone numbers:
Tutor on Call 617-512-6088
Evening Van Service (7 PM-3 AM) 617-495-0400
Operations Center (if there's breakage of some kind) 617-495-5560
Cabot Security (4 PM-8 AM Fridays) 617-496-2344
Securitas 617-496-9370
Harvard Police 617-495-1212
UHS 617-495-5711
Fire 911

Strategies for Being a Good Host

- Notify your neighbors about your plans to host a party and provide a phone number they can call before filing a complaint with Securitas or HUPD. Encourage your guests who are of age to drink responsibly. When consumed irresponsibly, alcohol poses a serious health and safety risk.
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- Ensure your guests get home safely. Request a rideshare or a cab, or the Harvard University Shuttle at 617 495-0400 if necessary.
- Anticipate "crashing" by outsiders attracted by music or word of mouth. Ask friends to be ready to assist you in asking uninvited and unwanted guests to leave. If you experience overcrowding, don't forget that the Tutors On Call are ready to help.

Affix this page to the door during the party for quick reference to the numbers listed below:

Tutor on Call 617-512-6088
Securitas 617-496-9370
Harvard Police 617-495-1212
UHS 617-495-5711
Fire 911

Signs of life-threatening intoxication:

- Person has passed out, is asleep, and cannot be awakened, or can only be slightly awakened for a few moments.
- Person's breathing is very slow, and perhaps irregular.
- Person's pulse is either very weak, very slow, or very fast.

When caring for an intoxicated person...

Do's	Don'ts
Do keep the person comfortable, but not by giving them another drink.	Don't leave the person alone, for safety reasons.
Do position a drunk person on her/his side or stomach if they go to bed, or is passed out. Be sure the person is not lying on their back because if vomiting occurs, they could choke and suffocate.	Don't give any drugs or medication (not even aspirin) to the person to try to sober them up.
Do keep the person from driving, biking, or transporting themselves anywhere alone. Do keep the person from driving, biking, or transporting themselves	Don't give the person food in attempts to "absorb the alcohol." This will increase the risk of vomiting.
Do keep your distance if the person gets agitated. Some people who are usually gentle-natured may become violent when intoxicated.	Don't give the person coffee, tea, or other stimulants. You'll just have a wide-awake, agitated drunk person.
Do talk to the person about their behavior under the influence of alcohol later on, in a private place. Don't be surprised if you encounter denial or irritation.	Don't give the person a cold shower. They could fall, or the shock could make them pass out.
Do call UHS Urgent Care at 617-495-5711, Mental Health at 617-495-2042 or ODS at 617-496-0133 if you need follow-up information or resources on how to deal with this situation.	Don't try to exercise the person in hopes of "burning off the booze." This will not help, and could cause injuries.

CABOT HOUSE PARTY REGISTRATION FORM

Email to cabothousedean@fas.harvard.edu and ac_cabot@fas.harvard.edu

One suitemate must submit the form with **all suitemates' signatures by 3:00 PM Wednesday** before the party.

Date of Party: _____ **Start time:** _____ **End time:** _____

Party location (room space and suite #:) _____

Please note that guests must begin dispersing and clean-up must commence at least a half-hour before the stated time to ensure compliance with quiet hours policy.

Number of expected guests: _____

Will you serve alcohol at this party? YES / NO

If yes, indicate type AND quantity of alcohol: _____

Indicate non-alcoholic beverages and food available: _____

Kegs are not permitted.

We, the undersigned, have read and understood all Cabot House party rules, as stated in the "Cabot House Party Regulations" form, in addition to Massachusetts law and Harvard College rules governing alcohol and entertainment.

All suite members must sign the party form.

[illegible]