

**RESIDENTIAL COLLEGE
Private Party Registration**

One must register a private party of 20 or more people. A party must not at any time exceed a maximum limit of 50 people as stated in the Undergraduate Regulations. It is the Head of College's prerogative to set a lower maximum limit.

Party registration forms must be submitted during normal business hours in the Dean's Office at least 48 hours prior to the party. A copy of the form must be provided to the Head of College and Dean of the College, posted in the Entryway where the party will take place, and provided to the Custodial Supervisor.

Name & Birth Date of Room / Suite Host(s): _____

Location: _____

How many people are expected to attend? _____

Name & Birthdates of legal age host: _____

Will alcohol be served? Yes ___ No ___ If Yes, please circle: Keg; Cans; Bottles; Hard Liquor

Keg Size and Quantity _____

What food and soft drinks do you plan to provide for your guests? _____

Cell Phone Number(s) of host(s) _____

Host cell phones must be set on vibrate, must be carried with you, and must be answerable throughout the duration of the party.

Party Date: _____ Start Time: _____ End Time: _____

Sunday - Thursday nights, parties must end no later than 11pm. Friday and Saturday nights, parties must end no later than 1 am. It is the Master's prerogative to declare certain nights as "party-free".

I/We have read and agree to abide by the rules and regulations outlined in the attached guidelines, relevant Undergraduate Regulations for Social Functions, Regulations on Alcoholic Beverages; and Connecticut's "Act Concerning Underage Drinking". I/We will be responsible for the orderly conduct and the prompt conclusion of the party and the immediate clean up after the party.

Signature(s): _____

Approved by: _____