

Party Reservation Form

The following items list the responsibilities of the two responsible host person(s) for each apartment/room hosting a registered party. These expectations provide an opportunity for greater self regulation of parties by legal aged students. By agreeing to the following expectations, each apartment/room as a whole agrees to provide and maintain a safe environment. *The Residence Life staff will make every effort to maintain communication with the host(s) in resolving issues related to the party.*

Host Responsibilities:

- The responsible host person(s) must be a resident of the hosting apartment/room and needs to be present in the apartment throughout the duration of the party.
- The responsible person(s) must be clearly capable of providing and maintaining a safe environment.
- The host(s) is responsible for the communication between the room and Residence Life / Public Safety.
- The host(s) will monitor the number of guests, not to exceed the number of persons that can safely and adequately remain in the room, so that all persons can safely enter and exit.
- The host(s) is responsible for the underage students who enter the room and ensure that underage students do not consume or possess alcohol.
- The host(s) is encouraged to monitor the safety and well being of those guests in the room. If any health or safety issues develop, he/she should call Public Safety for assistance.
- The host(s) must provide alternative, non-alcoholic beverages in equal quantities to the alcohol.

We, _____, agree to the above stated responsibilities and understand that all other University policies and the Code of Conduct apply. We understand that the failure to fulfill the above responsibilities or comply with University policies may result in the loss of party privileges as well as other conduct sanctions.

Requested Day and Date of Party: _____ **Building and Room Number of Requested Party:** _____
Responsible Host(s): (must be 21 years of age)

Print Name #1	Signature	Date of Birth	Cell Phone # / Contact Phone
---------------	-----------	---------------	------------------------------

Print Name #2	Signature	Date of Birth	Cell Phone # / Contact Phone
---------------	-----------	---------------	------------------------------

Roommates agree to the above hosted party: (all residents must be 21 years of age to host a registered party)

Print Name #1	Signature	Date of Birth	Cell Phone #
---------------	-----------	---------------	--------------

Print Name #2	Signature	Date of Birth	Cell Phone #
---------------	-----------	---------------	--------------

Print Name #3	Signature	Date of Birth	Cell Phone #
---------------	-----------	---------------	--------------

Print Name #4	Signature	Date of Birth	Cell Phone #
---------------	-----------	---------------	--------------

Office Use Only

AD/Dir. receiving form: _____ Date & Time: _____ Approved By: _____

Public Safety e-mailed: _____
Date & Time

Guidelines for Party Reservation

Definition of a Party:

A gathering in a room / apartment in which the occupants equal or exceed 3 times the number of residents present, when alcohol is also present.

- a total of 15 in a 5 person apartment/room—(maximum occupants not to exceed 25)
- a total of 12 in a 4 person room—(maximum occupants not to exceed 18)
- a total of 9 in a 3 person apartment/room—(maximum occupants not to exceed 12)
- a total of 6 in a 2 person apartment/room—(maximum occupants not to exceed 8)
- a total of 3 in a 1 person room—(maximum occupants not to exceed 5)

Guidelines:

1. All Residents of the room must be 21 years of age to register a party. Exceptions must apply in writing, via email to the Dean of Students (Taberski@msmary.edu)
2. All gatherings with alcohol present which meet the definition of a party must have a reservation.
3. No parties may be advertised in any way. A fee may not be charged to those attending.
4. Those arriving in an intoxicated condition, even if of legal age, must be denied entrance.
5. Underage persons in possession of alcohol, or found to be consuming it (or who are intoxicated), as well as the host room that permitted the violation (if applicable) will be cited for violation of the Student Code of Conduct.
6. No party reservations will be granted from Sunday through Thursday unless special permission is granted through the Office of Residence Life.
7. All parties must stop serving alcohol at 1:30am and all noise must be consistent with quiet hours by 2:00am.
8. There are 9 party reservations available per weekend night in the Apartments not to exceed one party per tower per weekend night and 4 reservations available per weekend night shared by the Terrace and Sheridan and 9 available in Bicentennial not to exceed 3 reservations per floor (2 on the long arm, 1 on the short arm).
9. All hosts must adhere to the host responsibilities listed in the Party Reservation Form.
10. The host(s) must provide alternative, non-alcoholic beverages in equitable quantities to the alcohol. These non-alcoholic beverages must also be proportional to the number of guests expected to be under legal drinking age. If the supply of non-alcoholic beverages is exhausted at any time during the event, the serving of alcoholic beverages must also be terminated until more non-alcoholic beverages can be obtained.
11. Reservations must be made by Friday at 12 Noon of the respective weekend. Reservations may be placed beginning on Tuesday at 1pm of the respective weekend (unless otherwise determined by the Office of Residence Life). Approved parties may only begin at 6pm on the night they are approved. Residence Life reserves the right in its sole discretion to deny or modify a party reservation.
12. A party reservation is not approved until e-mail confirmation is received from the Office of Residence Life through the Mount Saint Mary's e-mail account.
13. Due to responsible risk reduction and exam quiet hours, no reservations will be approved for the following dates: 12/2/11, 12/3/11, 12/9/11, 12/10/11, 2/3/12, 2/4/12, 5/4/12, 5/5/12

Compliance:

Failure to adhere to these guidelines and those outlined in the Party Reservation Form will result in University disciplinary sanctions and possible legal action.

We, (Building/Room) _____, understand and agree to uphold the above stated guidelines.
We have reviewed this copy and the completed Party Reservation Form.

Signatures _____ Date _____

Office Use Only

AD/Dir. receiving form: _____ Date & Time _____ Approved By: _____