

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 30)
- a total of 12 in a 4 person room—(maximum occupants not to exceed 20)
- a total of 9 in a 3 person apartment/room—(maximum occupants not to exceed 15)
- a total of 6 in a 2 person apartment/room—(maximum occupants not to exceed 10)
- a total of 3 in a 1 person room—(maximum occupants not to exceed 5)

Guidelines:

1. All gatherings with alcohol present which meet the definition of a party must have a reservation.
2. No parties may be advertised in any way. A fee may not be charged to those attending.
3. Those arriving in an intoxicated condition, even if of legal age, must be denied entrance.
4. 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.
5. No party reservations will be granted from Sunday through Thursday unless special permission is granted through the Office of Residence Life.
6. All parties must stop serving alcohol at 1:30am and all noise must be consistent with quiet hours by 2:00am.
7. There are 12 party reservations available per weekend night in the Apartments and 4 reservations available per weekend night shared by the Terrace and Sheridan.
8. All hosts must adhere to the host responsibilities listed in the Party Reservation Form.
9. 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.
10. 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.
11. 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.
12. No reservations will be approved for the following dates: 12/1/06, 12/8/06, 12/9/06

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, _____, understand the above stated guidelines and have received our copy of them as well as a copy of the completed Party Reservation Form.

Signature _____

Date _____

Office Use Only

AD/Dir. receiving form: _____

Date & Time: _____

Approved By: _____