



**Dunster House Office**  
Office of the Allston Burr Assistant Dean, Suite E303A  
945 Memorial Drive  
Cambridge, MA 02138

## **Dunster House Party Regulations 2016-17**

The attached form is to be used by all Dunster students planning to have a party in their suite. Students must consult the Tutor in their community in advance and have that Tutor sign the attached form before submitting it to the House Office (Suite E303A) by 4:00 pm on the Thursday before the party (if the party is to take place on a Friday, Saturday, or Sunday), or by 4:00 pm on the previous day (if the party is to take place on a weeknight). *Large parties or parties sponsored by College-wide student organizations must consult the memorandum "Procedures for Sponsoring All Parties."*

### **Room Party Regulations**

- Meet in person with the Tutor in your community about your plans for holding a party and get all the necessary permissions.
- All suite-members must sign the party form.
- **You are responsible for your guests (whether they are Harvard students or not) and their behavior**, including physical damage done 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 taken into account.**
- Food and non-alcoholic beverages **must** be provided at any party at which alcohol is served.
- 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.
- Ordinarily, parties can only be held on Friday, Saturday, and days immediately preceding a holiday, and must end before 2:00 a.m. Weeknight parties, if permitted, may be held until 11:00 p.m. 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 half-hour before the stated end time to ensure compliance with the quiet hours policy.
- Parties are limited to the number of people that can be in the suite safely, as determined by the House.
- 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 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). Clean the floors, especially those in public areas, if necessary. 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: Harvard Police 495-1212, UHS 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 where they can call before filing a complaint with HUPD.
- Encourage your guests who are of age to drink responsibly. When consumed irresponsibly, alcohol poses a serious health and safety risk.
- Ensure your guests get home safely. Call a cab or 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 are ready to help.
- **Affix this page to the door during the party for quick reference to the numbers listed below:**

### **Signs of life threatening levels of intoxication**

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

### **When caring for an intoxicated person...**

<b>Do’s</b>	<b>Don’ts</b>
<input type="checkbox"/> Do keep the person comfortable --but not by giving him/her another drink.	<input type="checkbox"/> Don’t leave the person alone, for safety reasons.
<input type="checkbox"/> Do position a drunk person on her/his side or stomach if s/he goes to bed, or is passed out. Be sure the person is not lying on her/his back because if vomiting occurs, s/he could choke and suffocate.	<input type="checkbox"/> Don’t give any drugs or medication (not even aspirin) to the person to try to sober him/her up.
<input type="checkbox"/> Do keep the person from driving, biking, or transporting him/her self anywhere alone.	<input type="checkbox"/> Don’t give the person food in attempts to “absorb the alcohol.” This will increase the risk of vomiting.
<input type="checkbox"/> Do keep your distance if the person gets agitated. Some people who are usually gentle-natured may become violent when intoxicated.	<input type="checkbox"/> Don’t give the person coffee, tea, or other stimulants. You’ll just have a wide-awake, agitated drunk person.
<input type="checkbox"/> Do talk to the person about his/her behavior under the influence of alcohol later on, in a private place. Don’t be surprised if you encounter denial or irritation.	<input type="checkbox"/> Don’t give the person a cold shower. S/he could fall, or the shock could make the person pass out.
<input type="checkbox"/> Do call UHS Primary Care at 495-2001 or 495-8414, Mental Health at 495-2042 or The Center of Wellness & Health Communication at 495-9629 if you need follow-up information or resources on how to deal with this situation.	<input type="checkbox"/> Don’t try to exercise the person in hopes of “burning off the booze.” This will not help, and could cause injuries.

### **Party Responsibly**

**Important phone numbers: Harvard Police 495-1212, UHS 495-5711, Fire 911**



## DUNSTER HOUSE PARTY REGISTRATION FORM

*Submit to Dunster House Office (Suite E303A)  
945 Memorial Drive*

*Forms must be received by 4:00 p.m. the Thursday before the party for weekend parties,  
and by 4:00 pm, the previous day for weekday parties*

**Date of Party:** \_\_\_\_\_ **Start time:** \_\_\_\_\_ **End time:** \_\_\_\_\_

**Party location (room space and suite #):** \_\_\_\_\_

Please note that guest 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: \_\_\_\_\_

\_\_\_\_\_

**Kegs are not permitted.**

*We, the undersigned, have read and understood all Dunster House party rules, as stated in the  
“Dunster 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.**

Name of Host(s) – Suite members <i>(please print)</i>	Age	Cell Phone Number	Signature of host(s) – Required

**Tutor in the residential community of the party location:** \_\_\_\_\_

**Signature of Tutor:** \_\_\_\_\_ **Cell Phone #:** \_\_\_\_\_