



### Dunster House Office

Office of the Allston Burr Resident Dean, Suite E303H  
945 Memorial Drive, Cambridge, MA 02138

## Dunster House Party/Gathering Regulations

The attached form is to be used by all Dunster students planning to have a party/gathering in their suite/residential space. Students must consult the Tutor in their community in advance and have that Tutor sign the attached form before emailing it to [dunsterhousedean@fas.harvard.edu](mailto:dunsterhousedean@fas.harvard.edu) and [hovsep@fas.harvard.edu](mailto:hovsep@fas.harvard.edu) or dropping it off at the House Office, E303H, **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)**.

### Room Party Regulations

- Meet 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 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 **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 am. Weeknight parties, if permitted, may be held until 11:00 pm. 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 a half-hour before the stated end time to ensure compliance with the quiet hours policy.
- 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: Securitas 617 496 9370, 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 Securitas or 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...

Do’s	Don’ts
☒ Do keep the person comfortable --but not by giving him/her another drink.	☒ Don’t leave the person alone, for safety reasons.
☒ 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.	☒ Don’t give any drugs or medication (not even aspirin) to the person to try to sober him/her up.
☒ Do keep the person from driving, biking, or transporting him/her self anywhere alone.	☒ 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 his/her 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. S/he could fall, or the shock could make the person pass out.
☒ Do call UHS Urgent Care at 495-5711, Mental Health at 495-2042, or AODS 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.



**DUNSTER HOUSE PARTY REGISTRATION FORM**

Drop off the form at the Dunster House Office (Suite E303H)

Or Email it to [dunsterhousedean@fas.harvard.edu](mailto:dunsterhousedean@fas.harvard.edu) and [hovsep@fas.harvard.edu](mailto:hovsep@fas.harvard.edu)

One suitemate must submit the form with all suitemates' signatures by 4:00 pm 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 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 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 #: \_\_\_\_\_