

**If serving alcohol fill in type and quantity below:*

Date/Time Received

Staff Initials

Brandeis University Party Registration Form

All residents of the party location must sign to receive approval. There must be at least one designated, sober host the entire duration of the party:

Resident Name	Designated Host (Y/N)	Email address	Signature
	Y		

All hosts must agree to take responsibility for this event and to abide by Brandeis University policies as outlined in **Rights and Responsibilities**. As a resident, you agree to be responsible for the behavior of those in attendance, including noise, garbage, vandalism, etc. *The designated hosts may not consume or be under the influence of alcohol and/or any other drug prior to or during the event, and must be present for the entire event.*

Residence Hall and Room #: _____ Date/time of event: _____

Quiet Hours begin at 1:00am on weekends. Hosts must reduce noise and number of guests at 1:00am

Estimated attendance: _____ (*Cannot exceed maximum allowed per the Community Development Coordinator)

Food provided (required for parties w/alcohol): _____

Non-alcoholic beverages provided (required for parties w/alcohol): _____

This form is due to the Department of Community Living/your CDC 48 hours prior to the party. A staff member may contact hosts to verify details. All details and approvals are at the discretion of the Department of Community Living.

OFFICE USE ONLY

Date/time met with hosts: _____ Comments _____

Approved _____ Denied _____ Signature _____