

Residence Life
T 781-736-5060
F 781-736-3556

Party Registration Form

Brandeis University
Division of Student Affairs

Public Safety
T 781-736-5000
F 781-736-8696

Title and Purpose of Event _____ Date of Event _____ Today's Date _____

Location _____ Number of Expected Guests* _____ Open or Invitation-Only _____ Start & End Time** _____
*Events in excess of 50 guests may require a detail officer after review from the Director of Public Safety. Event sponsors are responsible for all applicable costs. **Events must end no later than 1:00am.

All residents of the room/suite/apartment must sign below for event approval. At least one sponsor must also be a resident of the living unit or area where the party is hosted.

Name(s) of Sponsors	Residence Hall Room	Phone	Date of Birth	Signature
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Type and quantity of non-alcoholic beverages to be served: _____

Type and quantity of food to be served: _____

Acknowledgement of Responsibility:

We, the above-named sponsors, agree to plan this event under the terms and conditions outlined throughout *Rights and Responsibilities*. We take full responsibility for the conduct of our guests at the event and throughout the building, for damages incurred, and agree to clean the area immediately following the event. We agree that any dispensing of alcohol will be in accordance with the laws of the Commonwealth of Massachusetts and Brandeis University's rules, regulations, and policies. This document does not constitute authorization to furnish, give, deliver, or assist in, the procurement of alcohol for anyone under the age of 21. If alcohol will be served, the host living area's residents must have a completed Wet Suite Contract on file with their Quad Director.

If serving alcohol	Person(s) Serving Alcohol and Verifying IDs upon entry to event

	Type and quantity of alcohol being purchased: _____

Public Safety must receive the Party Registration Form, signed by a Quad Director, at least FIVE business days before the event. Therefore, it is the responsibility of the sponsors to seek timely consultation with, and obtain the signature from, the Quad Director for the area in which the event will take place. One of the sponsors must deliver this fully-completed form to the Usdan Residence Life Office in Usdan at least **SEVEN** business days in advance of the desired event date. At that time, a representative Residence Life will time-stamp the form and schedule a meeting between the sponsor and the host QD to verify the event's details and correct any problems. A Residence Life representative will hand-deliver the form to Public Safety. A representative from Public Safety will review the form and consult with the Quad Director and sponsors if necessary. Upon approval, Public Safety will sign the form and resend it to Residence Life. Party Registration Forms received by Public Safety fewer than five business days before the event may not be approved.

Residence Life Acknowledgement

Signature of Quad Director _____ Date _____ Printed Name of Quad Director _____

Public Safety Acknowledgement

Signature of Public Safety Official _____ Date _____ Printed Name of Public Safety Official _____

Party Registration Expectations and Responsibilities

Before 1:00AM	After 1:00AM
<ul style="list-style-type: none"> • Residence Staff and/or Public Safety will check in to greet sponsors and guests. • Sponsors will respect their neighbors by informing them of the impending party. • Sponsors and guests will be respectful to any Residence Life Staff and/or members of Public Safety who may address the party. • Sponsors will be responsible for the behavior of their guests (Brandeis students and non-students) and their respect of all University policies. • Residence Staff and/or Public Safety will respond respectfully and with attention to the specific needs of the community. • Residence Staff and/or Public Safety will ask for cooperation in respecting community standards. • Residence Staff and/or Public Safety may end the party or to reduce the number of guests if community standards are not being respected. 	<ul style="list-style-type: none"> • The organized event will end. • Residence Staff and/or Public Safety expect all music to be inaudible outside windows and doors of the living unit. • Guest numbers will be reduced to the following number—twice the number of people who are assigned to the space. For example, if it is a 6-person suite, 12 people (including the assigned residents) may remain. • Residence Staff and/or Public Safety will ask the sponsors and guests to lower noise level to reflect Quiet Hours levels and may ask some or all guests to depart if necessary. • Residence Staff and/or Public Safety expect sponsors and guests to be respectful of their visits and interactions. • Residence Staff and/or Public Safety will respond respectfully and with attention to the specific needs of the community.