

EVERGREEN

Residential and Dining Services

Olympia, WA 98505

360/867.6132 Office

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Party Registration Form

The purpose of this form is to assist residents in having a successful party, assure that all roommates/housemates know, understand, and agree to their responsibilities in regards to having a party and to prevent large gatherings from negatively disrupting the community.

This form is to be used for all parties in campus housing. A party is defined as a gathering of more than triple the number of people designated to occupy the apartment/unit. For example, 7 people in a 2-person unit, 13 people in 4-person apartment/unit, 19 people in a 6-person apartment. All parties must be registered. Unregistered parties or registered parties that disrupt the community may be shut down immediately and may result in possible disciplinary action.

The party sponsor(s) is responsible for collecting all roommate/housemate signatures before seeking Resident Director (RD) approval. RD approval must be acquired no later than 4:30pm one business day prior to the event. One-two hours before the event the on-duty Resident Assistant (RA), on-duty RD, sponsor(s), and as many roommates/housemates as possible are expected to meet at the event location to discuss ground rules and expectations. **This form does NOT grant approval without an RD signature.**

Please provide the following information:

Event Information

Title/Description: _____

Date: _____ Start Time: _____ End Time: _____ Estimated # of Guests: _____

Location

Building/Apartment: _____ Room#/Apt#: _____ Other: _____

I/We agree to be available as the contact person/people for the duration of the party.

1. _____ A _____
Name (please print) Signature Student ID # Date

2. _____ A _____
Name (please print) Signature Student ID # Date

Roommates understand that whenever a crowd gathers, there may be damage to the unit that will be divided among all occupants unless responsibility is taken by an individual. Roommates also understand that by hosting a party within their unit, there is the potential that they could be held liable for any problems that arise in their space. ALL roommates must give permission to the party sponsor(s) to host a party in the unit by signing below.

1. _____ A _____
 Name (please print) Signature Student ID # Date
2. _____ A _____
 Name (please print) Signature Student ID # Date
3. _____ A _____
 Name (please print) Signature Student ID # Date
4. _____ A _____
 Name (please print) Signature Student ID # Date
5. _____ A _____
 Name (please print) Signature Student ID # Date

Under the terms of Residential and Dining Services Policies, you agree to comply with the following requirements regarding the sponsorship of a party.

1. A party is defined as:

a. A gathering of more than triple the number of people designed to occupy the apartment/unit (i.e. 7 people in a 2-person unit, 13 people in a 4-person apartment/unit, 19 people in a 6-person apartment). Groups of people gathering to study or work on an academic project are not generally intended to be covered by this definition.

2. The party sponsor agrees to comply with the following requirements:

- a. Gain permission/signatures from all occupants of the unit and be responsible for all guests.
- b. Register the party no later than 4:30pm one business day prior to the event by contacting an RD in the RAD front office.
- c. Attend a pre-party meeting to discuss ground rules and expectations 1-2 hours prior to event.
- d. Welcome the on-duty RA and/or on-duty RD to enter the unit at any point during the event.

3. The party sponsor has a clear understanding of the following:

- a. All applicable federal, state, and local laws/regulations (i.e. legal age to consume alcohol is 21).
- b. The Evergreen State College social contract, conduct code, and grievance process.
- c. RAD policies, specifically but not exclusively regarding noise and quiet hours (11:00 pm Su-Th, 12:00 am Fr-Sa)

Mandatory pre-party meeting: _____
 date (day of event) location (location of event) time

On-duty RA _____ date _____

RD approval _____ date _____