

# **PARTY REGISTRATION FORM**

The purpose of this form is to assist residents in having a successful party, assure that all roommates 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 any gathering of people greater than three times the designed occupancy of the unit. 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 and as many roommates as possible must schedule a meeting with the area Resident Assistant (RA), on-call RA or appropriate Resident Director to complete this form 2 hours prior, or no later than 4:30 p.m., on the day of the scheduled party. **This form does NOT guarantee approval.**

Please provide the following information:

**Event Information:**      Date: \_\_\_\_\_ Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

**Description of Event:**      Estimate # of guests \_\_\_\_\_

**Location:**      Building / Apartment: \_\_\_\_\_ 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 if they are home. ***ALL Roommates must give permission to the party sponsor to host a party in the unit. Names and signatures:***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Under the terms of Evergreen Housing, 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 designed occupancy of the unit (i.e.: 7 people in a 2-person unit, 19 people in a 6-person unit, 13 people in a 4-person unit, etc.);
  - B. Particularly, but not excluding functions where alcohol will be served.
2. The party sponsor agrees to comply with the following requirements:
  - A. Register the party using the party registration form 2 hours prior, or no later than 4:30 p.m., on the day of the party by contacting their RA or on-call RA or RD.
  - B. Gain permission from all occupants of the unit and be responsible for all guests.
  - C. Welcome the on-duty Resident Assistant, Resident Director and/or Police Officer 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 and regulations; (ie: the legal age to consume alcohol is 21 years or older)
  - B. The policies and rules of the Evergreen State College.
  - C. The Evergreen Housing contract, specifically but not exclusively regarding noise complaints and quiet hours. (11 p.m. week nights, 1a.m. weekends)

RA approval \_\_\_\_\_ date \_\_\_\_\_

On-Duty RD approval \_\_\_\_\_ date \_\_\_\_\_