

**George Mason University
Office of Housing and Residence Life**

Party/Special Event Registration Form

*This must be submitted to the Office of Housing and Residence Life (basement Potomac Heights) with the required documentation at least
7 CALENDAR DAYS PRIOR to the event.*

Reservation: Student Host(s)

Last Name	First Name	Room #	Email	Telephone	Primary Host	Set up	Clean Up	Invitations	Door Monitor
					Event Roles				
1.									
2.									
3.									
4.									
5.									
6.									
7.									

Please provide a time schedule for the above event roles.

EVENT INFORMATION

Location Requested: (circle one)

Hanover Hall Lounge

Potomac Heights Multi-Purpose Room

Event Date: / / Event Start Time: _____ Event End Time: _____

Title and Brief Description of Event _____

Type of Event: (circle one) Non- Alcohol Event / Alcohol Served Event

** If alcohol will be served, a typed guest list is required TWO days prior to event **

Expected Attendance: _____ By Invitation Only? Yes/No Entertainment: _____

Additional name of individual(s) responsible for set-up/clean-up

EVENTS WITH ALCOHOLIC BEVERAGES

Checklist: In order to host an event, the host(s) understands he/she/they must comply with all applicable VA state laws, university policies, and OHRL policies.

	We will not serve hard liquor/alcohol.																		
	We will limit available alcohol to 3 beers (36 oz.) or 3 glasses of wine (18 oz.), per guest of legal age.																		
	We will have sober host(s) designated at different times throughout the event.																		
	We will be using the event monitor to ID guest. List names below: <table border="0" style="width:100%"> <tr> <td style="width:60%"><u>NAME</u></td> <td style="width:40%"><u>TELEPHONE</u></td> </tr> <tr> <td>1.</td> <td></td> </tr> <tr> <td>2.</td> <td></td> </tr> <tr> <td>3.</td> <td></td> </tr> <tr> <td>4.</td> <td></td> </tr> <tr> <td>5.</td> <td></td> </tr> <tr> <td>6.</td> <td></td> </tr> <tr> <td>7.</td> <td></td> </tr> <tr> <td>8.</td> <td></td> </tr> </table>	<u>NAME</u>	<u>TELEPHONE</u>	1.		2.		3.		4.		5.		6.		7.		8.	
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	We understand that only people of age can serve and dispense alcohol.																		
	Guest list will be completed and submitted to OHRL <i>No Later than TWO</i> days prior to the event: / /																		
	We will be checking ID.																		
	We will not charge a cover/entertainment fee/sell cups, ask for donations, etc.																		
	Alcoholic beverages will STOP being served 60 minutes prior to the end of the event.																		
	Only one alcoholic drink will be served at one time.																		
	If someone is/appears intoxicated, he/she will stop being served, not be permitted to drive, and will be escorted to a safe area.																		
	List of what non-alcoholic/alcoholic beverages will be served (include amount and container type):																		
	List of what substantial and attractive food options will be served (include amount):																		

POLICY ACKNOWLEDGEMENT

My signature affirms that I have read, understood, and will abide by the Virginia State law, George Mason University policies, and OHRL policies and procedures. Any violations of the Alcohol Policy or illegal use of alcohol will result in immediate termination of the event/party. By signing the Party/ Special Events Registration, the host(s) assumes responsibility of the event.

Print Name	Signature	Date
1.		
2.		
3.		
4.		
5.		
6.		
7.		

FOR OFFICE USE ONLY: _____ Approval Date: / / _____ Denied Date: / /

Comment: _____

Revised 08/06

Party/Special Event Guidelines

Party/ Special Event Locations are available:

Friday 7:00 pm to 2:00 am

Saturday 12:00 noon to 2:00 am

Sunday 12:00 noon 10:00 pm

Party/Special Event Locations are NOT available during 24 Hour Quiet Hours

If alcohol is approved to be served at an event, alcohol service must be stopped one hour prior to the conclusion of the event (Friday and Saturday at 1 am or 9 pm on Sundays).

All Events:

1. Admission, cover charges and the sale of alcohol are prohibited. No money or donations may be collected as a result of entrance into the party/special event.
2. If damages result from a party, the individuals hosting the party will pay for damage which cannot be assessed to one individual. The groups may be asked to pay a damage deposit for subsequent parties, lose the privilege of using the party/special events locations, or face disciplinary action. Damages include but are not limited to spilled drinks on carpets, breaking of furniture, etc.
3. The party/event locations have a maximum occupancy of 50 people.
4. Registration form must be completed and approved by OHRL.
5. By signing the party registration, the host(s) assumes responsibility of the party.
6. Event participants are expected to be considerate of the surrounding academic/residential environment, and not to wait for neighbors/students to complain regarding noise.
7. Students in violation of the party policy may face judicial action, including eviction from housing.
8. Per the Guest Policy in the *Guide to Pride*, all hosts are responsible for the actions and behaviors of their guests.

Events Involving Alcohol:

The quantity of alcoholic beverages authorized to be present at the event location and available during the event is dependent on the number of expected guests. The quantity and container type must be submitted with the authorization form. The quantity must never exceed 36 ounces of beer (equivalent to 3cans/bottles) or 18 ounces of wine (equivalent to 3 glasses) for each guest. Hard liquor, punch bowls, and coolers are never permitted.

1. An alphabetized Guest List must be submitted TWO days prior to the event. No names may be added to the guest list once the list has been verified.
2. Only students with a valid ID showing they are of age and who are on the guest list will be allowed to enter.
3. Substantial food (pizza and sandwiches, not just chips or pretzels) and non-alcoholic beverages (other than water) must also be available for the duration of the event.
4. Beer and wine only! Coolers and punch bowls of alcohol are prohibited.
5. All alcohol service must comply with Virginia ABC rules and regulations.
6. Drinking games are prohibited!
7. Kegs are prohibited!
8. No BYOB: The only alcoholic beverages which may be served must be provided by the host(s).
9. Any violations of the Alcohol Policy or illegal use of alcohol will result in immediate termination of the event/party.

Failure to abide by the policies outlined within the *Guide to Pride* and university will place the event in violation and the event will immediately be disbursed.