

**Office of Campus Life  
Party Registration Form**  
207-859-4280

OFFICE OF CAMPUS LIFE 8AM-5PM

CAMPUS.LIFE@COLBY.EDU

Parties with **alcohol** require a Host who has participated in host training/met with a campus life staff member. Students wishing to host a party in their room/apartment must complete this form and turn in to the Office of Campus Life by **Thursday at noon** the week of the event.

**Host (if serving alcohol, the host must be 21):** \_\_\_\_\_ **Hall and Room #:** \_\_\_\_\_

**TODAYS DATE:** \_\_\_\_\_

**DAY AND DATE OF PARTY:** \_\_\_\_\_

**ESTIMATED ATTENDANCE:** \_\_\_\_\_ (invitations and attendance should not exceed what your room/apartment can reasonably hold)

**START TIME:** \_\_\_\_\_ **Party guests must leave and music turned down at 1:00am**

**AMOUNT AND TYPE OF ALCOHOL:** \_\_\_\_\_

**FOOD and SNACKS (required):** \_\_\_\_\_

**NON-ALCOHOLIC BEVERAGES (required):** \_\_\_\_\_

**Please note any additional considerations: (ie themed party, decorations, lights, DJ, etc):** \_\_\_\_\_

**Room Occupants and HOST/SERVER**

All residents of the room/apartment where the party is to take place must agree to hosting a party (whether or not they intend to be present) and acknowledge the date of the party. Hosts accept full responsibility for the conduct of those who attend this event and for any damages to their room/suite/apartment occurring as a result of the party.

| <u>Name</u> | <u>Cell#</u> | <u>Residence Hall &amp; Room</u> | <u>Host/?</u> |
|-------------|--------------|----------------------------------|---------------|
| _____       | _____        | _____                            | _____         |
| _____       | _____        | _____                            | _____         |
| _____       | _____        | _____                            | _____         |
| _____       | _____        | _____                            | _____         |
| _____       | _____        | _____                            | _____         |

APPROVAL OF THIS EVENT IS PENDING A MEMBER OF CAMPUS LIFE SIGNATURE

**CAMPUS LIFE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Please use the following checklist and review Colby College alcohol policies**

**Party Checklist**

- 1.) Plan how you will invite/limit guests. \_\_\_\_\_
- 2.) Complete the Registered Party Form and verify approval: \_\_\_\_\_
- 3.) Buy food and drinks for your event \_\_\_\_\_
- 4.) Be present at the party at all times \_\_\_\_\_
- 5.) Be prepared to call security to ask for assistance if needed.
- 6.) Complete a walk-through to clean up the space following the party \_\_\_\_\_
- 7.) Pick up all trash in your party space, including routes of access. **CLEAN UP MUST BE COMPLETED IMMEDIATELY AFTER THE PARTY:** \_\_\_\_\_