Colby-Sawyer College
Off-Campus College Owned/Leased Properties
Social Function Registration Form

This form should be used to register functions in off campus college owned or leased properties in which alcohol will be present AND which involve the following numbers of people:

**Grey House:**
- Apartment 3: Minimum of 8 people not to exceed 18 people (this includes the 3 residents)
- Apartment 4: Minimum of 8 people not to exceed 24 people (this includes the 4 residents)
- Apartment 5: Minimum of 10 people not to exceed 25 people (this includes the 5 residents)

**Red House:**
- Apartment 1: Minimum of 10 people not to exceed 25 people (this includes the 5 residents)
- Apartment 2: Minimum of 10 people not to exceed 25 people (this includes the 5 residents)

**White House:**
- Apartment 1: Minimum of 8 people not to exceed 12 people (this includes the 2 residents)
- Apartment 2: Minimum of 10 people not to exceed 25 (this includes the 5 residents)
- Apartment 3: Minimum of 8 people not to exceed 24 people (this includes the 4 residents)
- Apartment 4: Minimum of 8 people not to exceed 24 people (this includes the 4 residents)

**London House:**
- Apartment 1: Minimum of 8 people not to exceed 18 people (this includes the 3 residents)
- Apartment 2: Minimum of 8 people not to exceed 24 people (this includes the 4 residents)
- Apartment 3: Minimum of 10 people not to exceed 25 people (this includes the 5 residents)

**Yellow House:**
- Minimum of 10 people not to exceed 25 people (this includes the 5 residents)

**All Cottage Lane Duplexes:**
- Individual Single Room: Minimum of 6 people not to exceed 6 people (this includes the 1 resident)
- Shared Common Space: Minimum of 10 people not to exceed 25 people (this includes the 5 residents)
Social functions are only permitted in rooms, apartments or homes where one or more of the residents is twenty-one years of age or older and will be present for the event.

Only students that are 21 years old or older may be allowed to drink alcohol and they must follow all local, state, and federal laws and all Policies as outlined in the Code of Community Responsibility.

Social functions may not be registered during Orientation, Reading Days, or Final Exam periods, or during vacation closing periods.

Date(s) of Function: ________________ Starting Time: __________ Ending Time: ______

Functions within the same four-day time period may be registered on one form if all information listed below is the same for all functions. All functions must end by the start of quiet hours.

Location of Function: Hall_____________________ Room/Apartment____________________

This registration is limited to activities that occur in this location only and may not be transferred to another location.

Residential Hosts of Event (must be residents of the room/apartment listed above): By identifying myself as a Residential Host, I acknowledge that I have read and understand local, state and federal laws associated with hosting a party, and the alcohol policy and the Code of Community Responsibility. I understand that I am responsible for all activities that take place in my room/apartment.

- I understand that I’m responsible for making sure students/guests under 21 years of age are not drinking in my room.
- I understand that I’m responsible for monitoring the actions of the students/guests and will intervene and/or seek help when appropriate.
- I understand that I’m responsible for making sure there is a Sober Host present.
- I will not violate the college’s alcohol policy (e.g. supplying alcohol to minors) and will notify Campus Safety if there are policy violations occurring in my room.

Residential Host/Participant: I am aware of this social function and plan to participate.

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Residential Non-Participant: I am aware of this social function, but I do not plan to participate.

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Sober Host:
By identifying myself as a Sober Host, I acknowledge that I have read and understand the local, state and federal laws associated with hosting a party, alcohol policy and the Code of Community Responsibility.

- I agree to abstain from using alcohol or other drugs for the duration of this event.
- I understand that I am responsible for making sure students/guests under 21 years of age are not drinking alcohol.
- I understand that I’m responsible for monitoring the actions of the students/guests and will intervene and/or seek help when appropriate.
- I understand that I will be the liaison to staff members during this event.
- I understand that I must be present for the entire social function.
- I understand that I’m responsible for notifying Campus Safety if there are policy violations.

Name___________________________________Signature______________________________

Acceptance of Registration:
This form must be submitted to Campus Safety by 7:00 p.m. on the evening of the function, or one hour prior to the function, whichever comes first. This registration is not valid until the box below has been completed.

For Office Use Only (to be completed by Campus Safety Officer)

_____ I have reviewed the responsibilities of the Residential Hosts with the residents.

_____ I have reviewed the responsibilities of the Sober Host with the sober host.

_____ I have given the Social Function Registration Form Informational Handout to the hosts.

Signed by:________________________ Date:________________________