

Name of Event _____ Date of Event _____

Contact Name/Email _____ Time of Event _____

Events Registered with the Graduate Life Office and Hosted in Packer House, the Graduate Student Center

We are happy to have you host your event at Packer House. As Packer House is also a graduate student residence, the following regulations apply.

1. Please register the event with the Graduate Life Office at least four (4) working days in advance. Events are subject to approval by the Associate Dean for Graduate Student Life.
2. Receptions with beer or wine (no hard alcohol) may be held in the upper or lower levels for a maximum of two hours. Receptions are permitted Sunday through Thursday but must end by **9:00 p.m.**
3. Parties with alcohol are permitted on Friday and Saturday. Duration will be consistent with the nature of the event with a maximum of **four (4) hours, and must end by midnight and all non-resident guests must depart the premises by midnight.** Parties must be held on the lower level. Alcohol is not allowed outside the house. Alcohol is defined as beer or wine, no liquor is permitted in Packer House.
4. Event sponsors may, but are not required to, purchase alcohol and secure servers from Dining Services.
5. Student servers are expected to be familiar with and employ reasonable practices designed to prevent alcohol related problems by attendees including but not limited to serving food and non-alcoholic beverages, and compliance with all applicable federal, state and local laws. Social host training guidelines are to be reviewed and acknowledged by student servers as part of the registration process.
6. Event staff is not normally required for graduate student events with fewer than 50 people expected. Event sponsors in consultation with the Associate Dean for Graduate Student Life are responsible to determine if event staff coverage would be prudent and if so, to arrange for their presence through the University Police Department. Fourteen days notice is required to arrange for security. The group using Packer House is responsible for the cost of security.
7. Security is required for any size event that has undergraduate students in attendance, and for any gathering larger than 30 people.
8. Music and DJ's are permitted downstairs within the building, however no sound system should be placed outside during events. Sound cannot emit more than 40 feet from the perimeter of the house.

9. Smoking is only allowed in the designated area on the lower patio. There is absolutely no smoking allowed on the front porch.

10. Hosts are responsible for cleaning up after the event or for making arrangements with ABM services. All trash bags are to be taken to trash can outside the left dining room door.

a. All trash must be taken out and new trash bags (in bottom of cans) be put in. If the trash is not taken out and the house is not clean after the event, the hosts will be charged a minimum of \$100 for the cost of clean up and will lose privileges to reserve Packer House in the future.

11. Students must comply with room capacities: Living Room (56); Dining Room-chairs only (80); Recreation Room-chairs only (68).

VERY IMPORTANT:

12. Please be aware that the Graduate Student Center is a shared space with graduate students that live in the house. We ask that you and your group be respectful of residents with regard to music, noise, use of rooms, clean-up and interaction with residents.

13. If using the kitchen for preparation or serving, anything marked L.U. can be used, cleaned and returned to its place.

a. *All drawers and cabinets that are numbered are student's personal items and these items should never be opened/used/borrowed.*

I have read and understood the regulations governing use of Packer House, the Graduate Student Center.

Name of Event: _____

Date of Event: _____ **Time of Event:** _____

Club or Group Name: _____

Signature, Event Host _____

Print Name, Event Host _____

Date _____

Club Account # _____

