

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

The following regulations apply to social events held in Packer House:

1. Events shall be registered with the Graduate Life Office at least four (4) working days prior to the event. Events are subject to approval by the Director of 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 Monday through Sunday 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.** 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 Director of 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.
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 One Source. All trash bags are to be taken to dumpsters located across the alley. **If 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).

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

Signature, Event Host _____

Date _____

Club Account # (if applicable) _____

Signature, Director of Graduate Student Life _____

Approve _____

Deny (Reason) _____