

Pforzheimer House Committee Dining Hall Use Contract

Thank you for applying to host an event in the Pforzheimer House Dining Hall! Please bring this completed document to the Pforzheimer House Committee to petition for approval to host an event in the Pforzheimer House Dining Hall. Contact the House Committee President with questions and concerns.

To get permission:

___ Your organization must have a resident member of Pforzheimer house willing to serve as a co-contact and be present for the duration of the event.

Name:

Email:

Room Number:

___ Contact the Pforzheimer House Administrator to be certain that the dining hall is available for the proposed date of your function.

___ Obtain permission in writing from the Pforzheimer House Masters at pfohomas@fas.

___ You must obtain permission from the Pforzheimer House Committee by sending a representative to a weekly meeting (Sundays, Hastings Room, 10pm) or contacting the House Committee President to serve as your representative. We will not grant permission for an event the night before a standardized test (MCATs, LSATs, etc.) or any other night that we deem a disturbance to a significant number of House members. Pforzheimer House restricts itself to two events in the dining hall per month and will give all House events priority.

___ You must submit a refundable deposit of \$75 to secure your reservation of the dining hall. This deposit must be submitted as a check made out to Harvard University and will be cashed only under infringement of the rules outlined in this contract. Otherwise, the check will be destroyed after the event. The check should be returned to the House Office with completed party form and contract.

___ If holding a dance party, you must agree to allow only college students to attend the event and must check for university ID cards at the door.

___ Arrangements for any House amenities, including mandatory cleaning supplies (note on Contract)

___ We suggest that you give Pforzheimer House students a discount to your event.

Pre-party paperwork:

You must secure the following before your event and return to the Pforzheimer House Office at before the appointed deadline:

___ HUPD detail

___ College Party Registration Form

___ Appropriate License from City of Cambridge (i.e. Entertainment, Vendor)

___ House Committee Contract and Security Deposit

Pre-party procedure:

___ You must check-in with the security guard in the House Superintendent's Office. Let him know the nature of your event and confirm that you have necessary paperwork and permits and that you know the regulations.

___ You MAY NOT cover lights with any material. Some safety lights remain on in the dining hall and you may not alter these in any way.

- ___ Remove napkin baskets and salt and pepper shakers and store in a safe place.
- ___ Stack dining hall tables and chairs neatly and securely in the dining hall. You must obtain protective coverings for tables from the Superintendent to avoid damage to surfaces. Do not push tables; you must lift each end when moving. Make sure you have adequate personnel to set up and clean up the party.
- ___ YOU MAY NOT LOCK OR OBSTRUCT the following: double doors across from the Hastings Room, back door leading out of the dining hall by the elevator, door at ground level leading to the West Courtyard outside. The only doors that may be locked are the center doors from the Pfoho lobby to the dining hall and the door to the balcony closest to the main entrance in the lobby.

During the event:

- ___ You must monitor the main entrance to Pfoho for guests outside who cannot swipe into the building. The security guard is not under obligation to open the door for them.
- ___ ANY unlocked door to the dining hall must have a monitor specifically assigned to it.
- ___ You must monitor the crowd in both the lobby and the Moors hallway near the Hastings Room.
- ___ Keep music (particularly bass volume) and crowd noise at a reasonable volume. Respond promptly and politely to requests made by police or house administrators regarding noise and crowd control. Remember, you are guests in our house and student rooms are located just one floor above the dining hall and lobby.

After the event:

- ___ Thoroughly clean dining hall floor. Pick up all debris and sweep.
- ___ Replace all furniture and items (including napkins and salt and pepper shakers exactly as you found them).
- ___ Pick up all debris left by guests of your event, particularly in the lobby, Moors hallway, and outside near the main entrance and West Courtyard.

Pforzheimer House Committee retains the right to rescind permission for your event after the contract is submitted. If your organization violates any regulations, they will not be allowed to hold any other event in Pforzheimer House for the following two semesters.

By signing this contract, I agree that my organization will agree to all rules presented in this document and any others noted in the space below. I understand that Pforzheimer House will keep my \$75 deposit if my organization does not obey the rules and we will not be allowed to return for two semesters.

Organization: _____

Event and Date: _____

Petitioner: _____

Signature: _____

Names and emails of at least three other organization members assisting at the event:

1. _____
2. _____
3. _____

HoCo Use:

Approving HoCo member: _____

Date approved: _____

Extra requirements or regulations: