

**Vanderbilt University**  
**Office of Housing and Residential Education**

***Party Registration***

Activities that take place within residence hall living units impact the community in which they are located. In an effort to ensure that students are not unduly impacted by gatherings hosted by their neighbors, the Office of Housing and Residential Education requires that all activities in the residence halls at which alcohol is present must be registered. Due to building layouts and size of spaces, gatherings with alcohol are permitted only in Carmichael Towers East suites, Carmichael Towers West, Mayfield Place, Chaffin Place, Morgan House, Lewis House, Family Housing Apartments and Garrison apartments. Parties will only be approved for suites or apartments where the majority of students are of legal drinking age.

All gatherings must abide by all other University and residential policies (noise, alcohol, visitation, etc.). Party Registration Applications are available at the residence hall front desks and through residential staff members. Party registration applications are due no later than 5 p.m. on the Thursday prior to the event. At least two members of the suite/apartment must attend a party management program sponsored by the Office of Housing and Residential Education and the Office of Alcohol, Tobacco and Other Drug Prevention.

**Official University Policy**

Individuals in residence hall units hosting an event are responsible for ensuring compliance with University policies and state and local laws. Individuals who violate these policies are subject to disciplinary actions by the University, by the state of Tennessee and by the Metropolitan Government of Nashville.

- Vanderbilt University prohibits the unlawful possession, use or distribution of illicit drugs or alcohol by students, student organizations, faculty or staff on its property and as part of any University sponsored activities.
- Students who are age 21 or older may consume alcohol at registered and approved “BYO” (bring your own) events or special events approved for serving alcohol at the place and during the time approved for the event.
- Intoxication is prohibited.
- Food and nonalcoholic beverages must be available at any BYO event or where alcoholic beverages are served.
- The distribution of alcohol to underage individuals is prohibited.
- Kegs and common containers are prohibited.
- The sale of alcoholic beverages is prohibited.
- The use of pure grain alcohol is prohibited.
- Devices designed for the rapid consumption of alcohol are prohibited.
- Participation in drinking games is prohibited.

### **Residence Hall Expectations**

Any student or group of students who host an event are expected to follow the standards below. Failure to abide by the standards may result in disciplinary action for some or all residents of the suite/apartment as well as guests.

- The function will end no later than 2:00 am. Quiet hours begin at 12:00 Midnight. All party noise must cease by 12:00 Midnight. If there is a complaint of noise at any time during the party, the party will cease and attendees must disperse. At the discretion of a residential staff member or Vanderbilt Police officer the party will cease and attendees must disperse.
- If the party spills out into the area surrounding the suite/apartment, the party will cease upon the direction of the residential staff or VUPD. Resident hosts are responsible for the break-up and control of the party.
- Open cans, bottles, cups or glasses must be confined to the specific room, apartment or suite of the approved party.
- Cost of any damage that occurs in or around the party area is the responsibility of the resident hosts. Resident hosts will also be charged for any extra housekeeping that is needed because of the party.
- The resident hosts will clean the area (inside and outside of the suite/apartment) and dispose of trash immediately after the function.
- Only persons 21 years of age or older may consume or possess alcohol. Resident hosts are responsible for carding guests at the door as well as enforcing this policy throughout the duration of the party.
- All residence hall functions are bring your own alcohol events (See Student Handbook, Chapter 7). Food and alternative beverages must be provided throughout the duration of the event. The resident hosts may not provide alcohol to any guest, nor may any person furnish alcohol to others.
- A list of all registered events will be given to VUPD, who may visit during social events from time to time to check on safety, security and compliance with University policy.
- A resident of the suite/apartment must agree to remain clean and sober during the event and serve as a contact for the resident staff or VUPD.
- Events may only be registered on Friday and Saturday nights. No parties will be registered during finals, reading periods or other times when classes are not in session.
- The party application must be completed and submitted to the Assistant Director no later than 5:00 p.m. on the Thursday prior to the event.

The Assistant Director reserves the right to meet with the contact person or other residents prior to approving the event. The event will not be registered until the contact person receives authorization either in writing or by email from the Assistant Director.

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Residence Hall Apartment/Suite Party Registration Form

**Date of event:**

**Suite/Apartment Location:**

**Start time of event:**

**End time of event:**  
(must be no later than 2 am)

**Purpose of event:**

**Food and non-alcoholic alternative beverage that will be provided:**

Briefly describe the protocol that will be used to ensure that University alcohol policies will be followed (checking IDs, preventing consumption by underage individuals, etc.).

*An individual is required to remain clean and sober during the event and to serve as the contact for University officials should the need arise.*

**Contact name:**

**Contact phone number:**

**Contact email address:**

All suite apartment occupants must sign below indicating that they understand the University policy and state and local law and that they agree to abide by these policies and laws.

<b>Name</b>	<b>Birthdate</b>	<b>Signature</b>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____