

SMALL GROUP GATHERING Registration & Authorization Form

This form must be completed for any gathering of 10 or more people in the residence halls. The maximum number of attendees may not exceed 3 times the occupancy of the suite (ex. a 6-person suite may not have more than 12 guests for a total number of 18 attendees). Please note that lounges may not be reserved for gatherings.

No more than 3 gatherings may be registered in each residence hall on any particular night. Gatherings are registered on a first come, first served basis. Forms must be submitted no later than 48 hours in advance of the event (registration forms for events held on Friday, Saturday, or Sunday must be submitted no later than 4pm on Thursday).

Contact Person	Phone	Email
Event Description	Event Date	# Attendees
Event Location	Start Time	End Time

As sponsors of the event, we agree to the following conditions / requirements:

- At least one member of the suite will be present at the event at all times.
- We will abide by quiet hours and ensure that the event ends no later than 11pm Sun-Thurs or 1am on Fri-Sat.
- We will respond to neighbors' requests to lower noise levels and respect the non-student tenants living in 600, 620, 110th Street, and Cathedral Gardens.
- We will abide by New York State laws and Barnard College policies as they relate to alcohol, guests, and event hosting.
- We understand that attendees must be signed in as guests at the Front Desk and escorted to the suite by the host(s).
- Alcohol may only be present if ALL sponsors and attendees are 21 years of age or older. Alcohol may only be served by & to and/or consumed by only those who are 21 years or older.
- No kegs, beer balls, boxed wines, or other "bulk" containers of alcohol may be present or used at the event.

We understand that failure to adhere to the above conditions may lead to the event being required to end prematurely. In addition, we understand that we are responsible for any and all incidents that may result from this gathering, including those occurring within the suite and common areas of the building. Failure to manage the conduct of our guests will result in disciplinary action, revocation of any future event registration privileges, probation and/or dismissal from Barnard housing.

The signatures and consent of all suitemates are required below.

Suitemate 1 Signature	Date	<input type="checkbox"/> I will be present
Suitemate 2 Signature	Date	<input type="checkbox"/> I will be present
Suitemate 3 Signature	Date	<input type="checkbox"/> I will be present
Suitemate 4 Signature	Date	<input type="checkbox"/> I will be present
Suitemate 5 Signature	Date	<input type="checkbox"/> I will be present
Suitemate 6 Signature	Date	<input type="checkbox"/> I will be present

Staff Use Only

Event is	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Date Form Submitted
Staff Signature	Date	