

Eastgate Graduate Dormitory at MIT
Alcohol Registration Form

In order to comply with MIT regulations and Massachusetts state law, anyone holding an event in a public space (including all dorm common rooms) at which alcohol is to be served must register this event. To do so please read and sign the following declaration, which will be forwarded by the House Manager to the RLA and the MIT police.

THIS FORM IS ONLY REQUIRED IF YOU ARE SERVING ALCOHOL AT YOUR EVENT. It may only be used by full-time Eastgate residents, for events of fewer than 40 People or for House Government sponsored events of fewer than 100 people.

If you serve alcohol at your event, please note that **Kegs and Drinking Games Are Strictly Prohibited**. This is a zero tolerance policy, violation of which will result in suspension of lounge privileges, a minimum \$100 fine, and disciplinary action in accordance with the MIT policy. Additionally, there is a three-drink limit for all guests and the host must remain sober and present throughout the event.

Before filling out this form, please check all policies and procedures on the Eastgate Lounge website, <http://eastgate.mit.edu/lounge>. Residents requesting room reservations are responsible for complying with all current policies as described on the Eastgate website as well as all regulations of MIT, Cambridge and the State of Massachusetts.

Name of resident _____

Apartment number _____ Telephone _____

Date of Reservation _____ Time of Reservation _____ to _____

Number of Guests _____

Event Description _____

Please note that in order to reserve the lounge, you must additionally comply with the procedures described online at <http://eastgate.mit.edu/lounge>

Please sign below to acknowledge that you have read the following statement:

In registering this event at which alcohol is to be served, I acknowledge that I am over the age of 21 and that I am responsible for insuring the safe and responsible behavior of everyone in attendance. I understand that this includes limiting the amount of alcohol consumed by any one person. I also understand that alcohol may not be served to anyone under the age of 21.

Event Host Signature _____ Today's Date _____

Completed reservation forms should be dropped off to the House Manager's office AT LEAST ONE WEEK BEFORE YOUR EVENT. You must speak with the House Manager in person or by phone regarding the nature of your event in order for your form to be approved. The House government, the Residential Life Associate, and the house manager all reserve the right to deny any request if they deem this to be in the best interests of Eastgate. It is the host's responsibility to be sure that the registration process has been completed before the event takes place, the lounge is clean and the trash emptied at the end of the event. Failure to do so may result in forfeiture of lounge reservation privileges and/or fines.