Oberlin College & Conservatory
Village Housing Party Application

Names of Applicant(s) for Function: ________________________________

Date Function will occur: ___________ Start and End Time of Function: ___________

Location of Function: ________________________________

Alcohol being served Type: ____________________________ Quantity: ____________
(Only wine and beer are allowed)

Type of Non-alcoholic beverages being served: ________________________________

Type of Food being served: ________________________________

Neighbors Notified of Party: Y or N Do you agree to the 25 guest max? Y or N

As residents of ________________________________, we all understand college policy and rules of hosting a party in Village Housing. We agree to the following guidelines:
1) Violation of college policy may result in judicial charges being charged.
2) We understand that no alcohol is allowed outside of the designated areas of the house/apartment (this includes the yard, porch, driveways, basements and attics).
3) We will immediately notify Safety & Security if more than the allotted number of guests is present at our function.

Signature
Print Name
Age

Signature
Print Name
Age

Signature
Print Name
Age

Signature
Print Name
Age

Signature
Print Name
Age

To be completed by the Office of Residential Education

Date of House Inspection: ________________ Pro Staff Member: _______________________

Occupancy Limit: ___25___ Guest List Received: Y or N Guest List Provided to S&S: Y or N

Approved by: ______________________
Res Ed Signature
Print Name
Date
Oberlin College & Conservatory
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Checklist:

☐ Review party application website and schedule a party planning meeting with Res Ed.

☐ Fill out and all residents sign/date application.

☐ Remove all valuables from common areas.

☐ Remove all hard liquor from common areas.

☐ Clean all common areas.

☐ Clear common areas of any fire hazards due to the amount of guests.

☐ Purchase non-alcoholic beverages and snacks.

☐ Have 25 person guest list to give to Res Ed Staff on Friday Inspection.

☐ Schedule walk-through with Village professional staff on Friday.

☐ Note: Facilities will come to conduct a post-party walk-through on Monday for any unapproved parties or parties that exceed the 25 person limit. Judicial action and fees apply.

Important things to remember:

- Keep the party contained inside the house. However, smokers must be outside.
- No alcohol is allowed on the porches, in the yard, etc.
- No live bands/music.
- Keep all valuables/personal items locked up and out of common areas.
- No hard liquor. Only wine and beer in single serving containers (No kegs, large serving containers, ect.).
- No mattress covering windows. This is a fire hazard.
- Food and non-alcoholic beverages must be available to all guests.
- The party must end completely by 2am.
- Call Campus Safety & Security if the party exceeds the occupancy limit or gets out of control. This will protect you.

Sanctions for Party Violations (per Resident):

- First Offence Written Warning, Party Probation, $50 Party Fine and/or Community Service
- Second Offense Deferred Probation, $100 Party Fine and/or Community Service
- Third Offence Probation, $100 Party Fine and/or Community Service