

**SOCIAL EVENT REGISTRATION**

**University Center and College Avenue Apartments** – Sabrina LoBue | [sabrina.lobue@rutgers.edu](mailto:sabrina.lobue@rutgers.edu)  
**Richardson/Nichols** – Courtland James | [courtland.james@rutgers.edu](mailto:courtland.james@rutgers.edu)  
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**Newell/Starkey** – John Leciejewski | [john.leciejewski@rutgers.edu](mailto:john.leciejewski@rutgers.edu)

**YOU MUST SUBMIT THIS FORM TO YOUR RESIDENCE LIFE COORDINATOR/EDUCATOR  
AT LEAST 48 HOURS BEFORE YOUR EVENT**

Application for event to be held on \_\_\_/\_\_\_/\_\_\_ from \_\_\_am/pm to \_\_\_am/pm.  
*\*parties need to conclude by 1:30 a.m. Friday – Saturday.*

Designated Host(s): \_\_\_\_\_ Apt. #: \_\_\_\_\_ Cell #: \_\_\_\_\_ DOB: \_\_\_/\_\_\_/\_\_\_  
 \_\_\_\_\_ Apt. #: \_\_\_\_\_ Cell #: \_\_\_\_\_ DOB: \_\_\_/\_\_\_/\_\_\_  
 \_\_\_\_\_ Apt. #: \_\_\_\_\_ Cell #: \_\_\_\_\_ DOB: \_\_\_/\_\_\_/\_\_\_  
 \_\_\_\_\_ Apt. #: \_\_\_\_\_ Cell #: \_\_\_\_\_ DOB: \_\_\_/\_\_\_/\_\_\_

**[If alcohol is present at the event, the Designated Hosts must remain sober].**

Purpose of your event: \_\_\_\_\_

Number of guests invited to your event: \_\_\_\_\_ *\*maximum # of attendees in an apartment is 25.*

List the food and alcoholic & non-alcoholic beverages available at your party (include type and quantity).

Food	Beverages
_____	_____
_____	_____

We agree to abide by the stated conditions of approval for this event. We understand that we assume all responsibility for the conduct of our guests at the event and throughout the building, for damages incurred, and agree to clean the area immediately following the event. We agree that any alcohol consumption will be in accordance with the laws of the State of New Jersey and Rutgers' rules, regulations, and policies. We understand that failure to abide by this agreement may result in immediate disbanding of the event, loss of party/event registration privileges, disciplinary sanctions, the loss of signback privileges, and the possible termination of housing contracts. We understand that in order to obtain approval, registrants must receive confirmation from the Apartment Director or the Residence Life Coordinator prior to the event.

_____ / ___ / ___	_____ / ___ / ___
Designated Host	Designated Host
_____ / ___ / ___	_____ / ___ / ___
Designated Host	Designated Host
_____ / ___ / ___	_____ / ___ / ___
Signature and date if you will not be present on the night of the Social Event/Party	

**OFFICE USE ONLY**

( ) Approved  
 ( ) Not Approved  
 ( ) Approved with Conditions \_\_\_\_\_  
 Staff on Duty and phone number in case of an emergency \_\_\_\_\_  
 Rutgers University Police 732-932-7211  
 \_\_\_\_\_ / \_\_\_ / \_\_\_  
 Signature of Professional Staff

## SOCIAL EVENT GUIDELINES

**To maintain a safe and comfortable living environment, all residents must agree to monitor their own behavior and have respect for all other residents.**

1. As per NJ State Law, only people of the age 21 or over may consume or be served alcohol. Hosts are legally responsible for their guests.
2. NJ State fire code restricts the number of people in an apartment to a maximum of 25.
3. Social events guidelines.
  - Social events are only permitted on Friday and Saturday evenings.
  - No multiple apartment events or gatherings are permitted unless authorized by the Residence Life Coordinator.
  - All social events must be registered with the Residence Life Coordinator 48 hours in advance. Non-registered social events will be closed down.
  - Social Events must be closed down by 1:30am. Staff will arrive to assist in closing down the event if necessary.
  - Hosts will clean the apartment and any spillover into the hallway at the conclusion of the social event.
  - Only quarter kegs allowed.
4. No social event will be advertised by poster, newspaper ad or the Internet.
5. No loitering will be allowed in public spaces outside the apartment or suite having a social event. The social event **MUST** stay in the apartment or suite. All Hosts are responsible for ensuring that their guests do not loiter in the hallways, stairwells or anywhere else inside the building.
6. Noise should be kept at a level that will not disturb neighbors. As a general guideline, if music can be heard outside of the apartment or suite, it is too loud.
  - You must notify your neighbors (next door, above, below, and across) when you are having a social event.
  - When faced with a noisy neighbor, it is your responsibility to first confront the apartment or suite. For excessive noise/people and or recurring problems, please call the Apartment Assistant or the staff on duty for assistance.
  - Please be sensitive to the time of day and week that you are hosting social events.
7. Adhere to all other policies of Rutgers University, state, and federal law.
8. Any social event which requires the documentation of Residence Life staff or police will automatically be referred to the Community Standards Office.