

## **RLHS-WEST CAMPUS REGISTERED PARTY AGREEMENT**

It will be the responsibility of the Host Group and their Party Monitors to ensure that:

- There will be at least one certified Party Monitor on hand for every 25 guests at the party. Party Monitors will be visible and clearly identifiable, wearing their Party Monitor t-shirts on their upper body (not over the shoulders, around the head, etc.). Party Monitors will refrain from the use of alcohol prior to the party and during the party so that they are able to address any concerns that may arise.
- Party Monitors will operate as part of the team with RLHS Staff and DUPD to promote safety and help guests make good choices while at the party. RLHS Staff will conduct walk-throughs over the duration of the party to identify moderate and high risk elements for Party Monitors to address. If the risks cannot be managed, RLHS Staff will assist Party Monitors in closing down the party.
- Group Members and guests will adhere to all Duke University policies (as outlined in the RLHS guide and the Duke Community Standard guide). If the behavior at the party becomes too risky for the Party Monitors to handle alone, they will contact RLHS Staff or DUPD for assistance. Party Monitors will help their guests to comply with Staff requests in order to restore safety or to respond to incidents of policy violations.
- The party will be maintained according to Fire Code and kept within the registered event space only. All adjacent areas will be kept free of guests. Guests will be able to move freely through the registered event space and evacuation routes will be kept free of obstructions.
- Group Members and Guests will not participate in drinking games or other risky drinking behaviors including, but not limited to, drinking from a funnel. There will be no hard alcohol present at the party. Group Members and Guests will not distribute alcohol of any kind. This includes, but is not limited to, common source devices such as coolers, kegs, and party bowls.
- The party will end and all guests will vacate the registered event space at the designated time (no later than 2:00am). The registered event space will be returned to its original condition as directed by the Residence Coordinator. The Host Group will be financially responsible for any damages incurred and/or excessive cleaning required in areas utilized by Group Members or guests during the party.

It is the responsibility of the Host Group to distribute this information to all relevant individuals, including Group Members. Failure to comply with this agreement and/or any other Duke University policies (as outlined in the RLHS guide and the Duke Community Standard guide) may result in suspension of the Host Group's social privileges on campus and referral to the Greek or University Conduct Board for potential sanctioning.

**Host Group Name:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

**President (signature):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Party Planner (signature):** \_\_\_\_\_

**Date:** \_\_\_\_\_