

The Gables Event Responsibility Form

This form must be submitted no later than 10 days prior to the Event

Event Day/Date: _____ Event Time: From: _____ To: _____
(Events must end by 1:00 am)

Type of Event: _____ Apartment: _____

We have read and understand the Apartments' Conduct Guidelines on the back of this form and accept full responsibility for our event and guests.

Full Name of ALL Apartment Residents:	Signatures:
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

A meeting of all apartment residents with the Property Manager prior to the event is mandatory to review guidelines.

List two times that ALL apartment residents can meet with the Property Manager
_____ on _____ or _____ on _____. *We will contact you to confirm a time.*
(time) (date) (time) (date)
Times must be Monday-Thursday 8:00 am – 4:30 pm.

Contact name: _____ Phone: _____ email: _____

Signatures of neighbors acknowledging that they have been notified of the event.

"Neighbors" include: all apartments on your floor, the apartment above you, and the apartment below you (7 signatures unless you live on 1st or 6th floors):

Name: _____	Apartment: _____
Name: _____	Apartment: _____
Name: _____	Apartment: _____
Name: _____	Apartment: _____
Name: _____	Apartment: _____
Name: _____	Apartment: _____
Name: _____	Apartment: _____

Management Approval: _____ Date: _____

cc: University police/dispatch
Property Manager
Gables and Woodside apartment offices
Students registering the event

Policies for Apartment Residents

Department of Housing

University of New Hampshire

Noise

1. The level of noise emanating from an apartment must be reasonable and not interfere with other residents' sleep, rest, or study. The level of noise should not disturb the surrounding neighborhood community.
2. The following guidelines apply to noise: 1) No noise is permitted that can be heard beyond the confines of your apartment after 11:00 pm and before 8:00 am Sunday evening through Friday morning. Nor after 1:00 am and before 9:00 am Saturday morning through Sunday morning. These periods are defined as Quiet Hours.

Alcohol

1. Kegs of beer, beer balls, punch bowls, or any common alcohol sources as well as excessive amounts of alcohol in bottles or cases are strictly prohibited.
2. You must be 21 years of age or older to possess alcoholic beverages. Residents are responsible to ensure that no one under 21 consumes or possesses alcohol. Providing underage drinkers with alcohol is illegal and violators will face judicial action and/or criminal charges. A legal age drinker may have just one open alcohol container at a time for personal consumption.
3. Alcohol is not permitted in any of the common or public areas of the undergraduate residence halls or apartment buildings. This includes the hallways between apartments and the exterior grounds of the apartment complexes.
4. Possession or consumption of alcohol is permitted only in apartments where at least one of the assigned residents is at least 21 years old, and only by those of legal age. If none of the assigned residents of a given apartment are 21, there can be no alcohol present in that apartment even in the possession of guests that are 21.
5. The Community Center may not be used for alcohol events.

Maximum Apartment Occupancy

1. No more than 13 people may be present in any apartment (with the exception of Gables' residents who register an event).
2. The University Housing Staff and University Police reserve the right to terminate any gathering if all reasonable efforts are met with a failure to respond by the residents to the directives of a staff member or police officer in the performance of his/her duties.
3. Maximum apartment occupancy for Woodside apartments is 13 people at all times. Maximum occupancy for Gables apartments for a registered event is: Gables four-person - 20; Gables five-person - 23; Gables six-person - 24.

Screens

Removal of screens is prohibited. There will be a minimum charge of \$50 for removal of any screen. Residents involved will be subject to the University Conduct System.

Violations of Policy

1. Residents of the apartments and their guest are subject to A) the terms of the Room and Board Agreement and apartment Policies, B) terms of the Rights and Rules Handbook, 3) all local, state, and federal laws, and C) any other in-house policies or guidelines established by the University Housing Staff.
2. All the residents of an apartment where a violation occurs may be held responsible whether or not all residents directly participate or are present at the time of the violation.
3. Residents will be held directly accountable for any violation(s) of any rules/guidelines by their guest(s).

Event Registration Limits

1. No events will be approved during reading days, finals week or during Thanksgiving, winter and spring breaks.
2. The Gables has a maximum of 2 events per floor; 4 events per building; and no more than 8 events per night.