This form must be completed for larger scale dry student events (for example, concerts or dance parties) held in public spaces. Wet events and events held in dorm spaces (other than Rhoads Dining Hall) must complete the Party Form.

Completion of this form indicates that you have thought about how best to staff the event to ensure the safety of attendees while following College policy; including the party policy.

Events held in dorms must comply with quiet hours and must end 30 minutes before the start of quiet hours. Everyone attending the event must vacate the building by the beginning of quiet hours.

Dorm presidents must sign off on ALL events held in dorm spaces. Dorm presidents have the right to refuse any event they do not wish to have in the dorm. Events cannot be more than 4 hours in length.

Parties and Events which require a Party or Public Space Notification Form are not permitted to occur after the last day of classes.

**DESCRIPTION OF EVENT:**

**TIME:** ________ to ________

**DAY AND DATE OF EVENT:**

**LOCATION:**

Location must be reserved through Conferences and Events prior to submitting this form.

- [ ] Amcliff (capacity 50)
- [ ] Lusty Cup (capacity 50)
- [ ] Campus Center Main Lounge (capacity 150)
- [ ] Rhoads Dining Hall (capacity 200)
- [ ] Goodhart Common Room (capacity 100)
- [ ] Great Hall (capacity 300+)
- [ ] Goodhart Music Room (capacity 120)
- [ ] SGA House (capacity 30)

**LEVEL:**

- [ ] Level 1: 30-60 people expected
  - 2 hosts and 2 bouncers required
- [ ] Level 2: 61-100 people expected
  - 2 hosts and 4 bouncers required
- [ ] Level 3: 100+ people expected
  - 2 hosts and 6 bouncers required

**EVENT IS OPEN TO:**

- [ ] Bryn Mawr Only
- [ ] Bi-Co Only
- [ ] Tri-Co Only
- [ ] Bryn Mawr + guests
- [ ] Bi-Co + guests
- [ ] Tri-Co + guests

Student events cannot be advertised outside of the Tri-Co. Student events are not open to those outside of the College community unless they are a guest of a Tri-Co student.

Tri-Co students are permitted no more than 3 guests at any student event.

Parties and Events which require a Party or Public Space Notification Form are not permitted to occur after the last day of classes.
**Hosts**  
At least two hosts are required for all events.

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**Bouncers**

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**Dorm Presidents**  
For dry events held in Rhoads only. All dorm presidents of the dorm must sign.

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This form must be returned to the Student Activities Office in Guild no later than 9am on the Tuesday **two weeks** prior to the event date.  
All Party Hosts and Bouncers must be Party Trained by 9am the **Thursday** of the party week or the **Form will not be approved**.

Reviewed and approved by Tuesday Group: ________________________________