



Brandeis University

Office of the Treasurer
Student Union Government
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October 8, 2007

Party Reimbursement Program

The Office of the Treasurer is pleased to announce that details regarding Party Reimbursement Program are now up on the website.

This program was initiated by Cindy Kaplan, Direct of Social Life, in school year 2006 ~ 2007. This year's Director of Campus Life, Christina Khemraj, has decided to continue on with this program.

Details and application form are attached in this file.

Students can find all resources through <http://thetreasurer.org/resources.htm>.

Ms. Khemraj may be reached through ckhemraj@brandeis.edu.

Student Union Party Reimbursement Plan

Guidelines:

Each week, the Student Union will reimburse up to two (2) parties for up to \$50 worth of party expenses. The fund will cover one (1) party on Friday and one (1) party on Saturday, unless no parties have been registered for one of those days, wherein two (2) parties held on the same day may be reimbursed. A group of students or a student may only receive one party reimbursement per weekend.

Only students who have registered a party with the office of Residence Life are eligible to receive Student Union reimbursement. On days where there is more than one registered party, parties open to the Entire Brandeis community are first to receive consideration for reimbursement.

Students hosting a party must submit an application for reimbursement no later than **7PM Tuesday** of the week of their party, the same deadline as registering a party with Residence Life. The Director of Campus Life and an ad hoc committee will review the applications and notify the hosts no later than Thursday at 1pm. Within 5 days of the party, the hosts will submit a copy of their Party Registration form, as approved by Residence Life, and proofs of payments. The Director of Campus Life (or the equivalent) and the Treasurer will review the proofs of payments. They will also review that weekend's the police logs to ensure that there were no visible violations of Rights and Responsibilities at the party.

Eligibility:

- The party must be registered with the Department of Residence Life
- The party must be independent of a club or other student organization.
- The Director of Campus Life (or the equivalent) is only eligible for the reimbursement fund if other members of the Student Union review all applications for that day.
- The hosts must abide by the rules laid out in Rights and Responsibilities, including:
 - o Providing sufficient food and non-alcoholic beverages
 - o No student under 21 years of age can be found consuming or distributing alcoholic beverages
 - o No admission can be charged for the party, nor accepted as a "suggested donation"
 - o Alcohol consumption and distribution at parties may only occur in wet areas on campus
 - o Large quantities of alcoholic beverages (e.g., kegs, beerballs, and cases of liquor) are not permitted in residence halls. Items used with the intention of "excessive consumption" are prohibited. These items may include, but are not limited to funnels, ice luges, etc.
 - o No student can be found using illicit drugs or abusing legally-obtained drugs

The Student Union does not act as the host for the parties it reimburses, and therefore cannot be held liable for any later discoveries of illegal behavior at the party. Students wishing to report illegal behavior at the party must:

- a. provide proof that they were in attendance
- b. provide proof of the behavior in question and
- c. report any concerns within 5 days of the party.

Alcoholic purchases and non-alcoholic purchases must be on separate receipts. Failure to do so will result in no reimbursement.

The Student Union will not discriminate on the basis of race, religion, sexual orientation, gender, political ideology, age, nationality, graduating class, or physical ability.

Contact information:

Christina Khemraj
Director of Campus Life
Ckhemraj@brandeis.edu
1-781-529-6793

Application for Party Reimbursement

On-Campus Phone Extension of Hosts:

1.	2.	3.	4.
5.	6.	7.	8.

Location of Party _____

Is the location a wet location (Foster Mods, select locations in Charles River Apartments, Ziv and Ridgewood)? Check one box.

- Yes
- No

How many guests in total are you expecting at your party? _____

How are you inviting people to your party? Check all that apply:

- Facebook Event
- E-vite
- Email
- Word of Mouth
- Other _____

Is the party themed? If so, please describe the theme.

Have you previously been reimbursed for parties this semester? If so, how many?

Why should we reimburse your party? What would reimbursement add to your party?

What will you serve at your party?

Agreement-

We, the hosts of the party, have read, understood, and agreed to the guidelines and eligibility requirements for this program. We understand that we are the sole hosts of the party and are liable for any legal action that may occur because of events at our party. We agree to obey Rights and Responsibilities, rules and regulations of the Student Union government, and prioritize the safety of our guests at our party.

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2.	6.
3.	7.
4.	8.

Direct questions to Christina Khemraj, Director of Campus Life, via Ckhemraj@brandeis.edu. Drop off completed application forms in the Student Union office in Shapiro Campus Center 301.