

# Throwing A Party

## ***Before The Party...***

- Inquire about a UCF “Party Smart Kit” (407)-823-0879.
- Plan to be present at your party the entire time. Do not leave the party.
- Check with your roommate(s) about throwing a party.
- Read your lease (again) to see if there are any restrictions.
- Check with your property manager for party rules and regulations (parking, # of guest allowed, use of clubhouse, posting signs/decorations, etc).
- Make a guest list (stay within a restricted guest limit that is manageable). Open parties can spell *T.R.O.U.B.L.E.*
- Talk to your neighbors about your plans to throw a party (respect their request, set a party time limit, do not party until the wee hours of the morning).
- Invite your neighbors (if they do not wish to attend, ask them to contact you first if the party begins to disturb them).
- Get to know your local city noise control ordinances (contact local law enforcement department or go on-line for information).
- Plan your party to control noise, traffic, parking, music, food and drink, etc.
- Inform your invited guest of the rules of the party regarding parking, illegal drugs, open containers with alcohol, firearms, extra quest, designated driver, etc.
- Remove all breakable valuables out of the immediate party area (vases, glass table tops, sculptures, lamps, etc.).
- Hide your valuables (rings, watches, chains, checks, credit cards, wallet, etc.).
- Check for safety (working smoke detectors, porch/balcony capacity, fire extinguisher, broken furniture, slippery rugs, etc.).

## ***During The Party...***

- Use paper and plastic ware for easy throw-away.
- Encourage guest to put their waste in garbage receptacles.
- Avoid serving glass bottle beverages.
- Check ID’s at the door for underage guests. Do not allow underage drinking!
- Serve food/snacks.
- Provide non-alcoholic drinks for those who do not care to drink alcoholic beverages.
- Do not allow illegal drug use of any kind.
- Lock doors to off-limit areas (bedrooms, kitchen, etc.).
- Keep guests confined to party area. Stay away from balconies, porches and in the street.
- Do not allow guests to take alcoholic beverages outside during the party or away from the party when leaving (Open Alcohol Container Law)
- Never allow guests to drink and drive. Do not let them get behind the wheel. Call a cab, a sober friend or drive them home yourself.
  
- If alcoholic beverages are provided avoid kegs.

- Periodically, check bathroom for water over flow and stop ups (have a plunger on hand).
- Keep an eye out for uninvited or unwanted guests. Politely ask them to leave.
- Call police if things are getting out of your control or dial 911 for an emergency.

#### ***After The Party...***

- Clean up all party debris/trash (especially on the outside).
- Check to see if anything is broken or stolen.
- Make damage report to property manager (as required).
- Relax! Get some rest!

#### **Possible legal Consequences Of Hosting A Party...**

- You risk being evicted for violating the terms of your lease.
- You risk being fined and/or jailed for violating local noise ordinances
- You risk being held accountable for personal injury liability
- You risk criminal liability for contribution of alcohol to minors
- You risk civil and criminal liability for the disorderly conduct of your quest
- Your guests risk fines and towing for improper parking
- You risk civil liability for property damage
- You risk criminal liability for underage consumption of alcohol
- You risk University sanctions for violation of state or local law

#### **Notes:**

- **You must be 21 years of age to purchase, consume or possess alcoholic**

#### **Beverages.**

- **Open containers with alcohol are not permitted on public streets, public sidewalks or other public areas.**