**APPLICATION FOR PERMISSION TO HOLD A PARTY**

***This form must be approved by the Residence Life Warden of your residence***

Please note that requests submitted with less than a **7 days’ notice** are likely to be turned down.

During term-time, parties with larger numbers of guests and of longer duration are restricted to Friday and Saturday nights. During exam period, no parties will be approved.

Name: Click here to enter your name Student ID Number: Click here to enter Student ID.

Residence: Choose a residence Room number: Click here to enter text.

Your contact number: Click here to enter text. Your email address: Click here to enter text.

Location of intended party (eg Flat, Common Room): Click here to enter text.

Date of intended party: Click to enter a date.

Start Time: Click here to enter text. Finish Time: Click here to enter text.

Intended number of invited guests: Click or tap here to enter text.

If party is to be held in a flat, I have spoken to and all flatmates agree to this:

Reason for party: Click here to enter a reason

If granted permission, I declare that I will observe the following rules:

1. ***I will not advertise my party with an open invitation.***
2. ***I will be responsible for security arrangements.***
3. ***I will abide by the closing time specified by the Residence Life Wardens on this form when returned to me and will not wait for the Residence Life Warden or Assistant to remind me to do so.***
4. ***If the Residence Life Warden or Assistant asks me to close down the party before that time (for reasons of noise or security) I will do so.***
5. ***There will be no illegal substances present at the party.***
6. ***I assume responsibility for the actions of all guests at the party.***

Signed: Click or tap here to enter text. Date: Click or tap to enter a date.

*Please return this form to your warden for approval, contact details can be found here:* [*https://accommodation.leeds.ac.uk/residence-contacts*](https://accommodation.leeds.ac.uk/residence-contacts)*.*

**Residence Life Warden Approval**

I confirm that you May/May not hold the requested party.

The party must end (music off, guests gone) by: Click or tap here to enter text.

Comments: Click or tap here to enter text.

Signed: Click or tap here to enter text. Date: Click or tap to enter a date.