



Neighborhood Services
281 North College Avenue
PO Box 580
Fort Collins, CO 80522-0580
970.416.2350
970.224.6050 - fax
fcgov.com/neighborhoods

The Party Checklist

STEPS FOR A FUN, SAFE, AND RESPONSIBLE GATHERING

PRE-PARTY CHECKLIST

1. Agree with roommates/housemates about "house rules."

- Set the maximum music volume
- Set size of party and who to tell
- BYOB? to keg or not to keg
- Set party house
- Have extra trash cans available
- Decide on what food and non-alcoholic beverages to provide
- Secure areas/property you do not want people to have access to

2. Pick a responsible monitor, who will:

- turn away those persons not invited/wanted at party
- help monitor "house rules"
- talk with police should they show up
- watch for drunk drivers

3. Speak with your neighbors often.

- let neighbors know of party plans - exchange phone #'s and have your phone on during the party
- negotiate an end time and a clean-up time with neighbors
- talk with your neighbors on many occasions, not just the day before a party
- lend a helping hand like offering to mow neighbor's lawn, shovel snow, etc.
- ask your neighbors about their past experiences with students
- familiarize yourself with the City's [Public Nuisance Ordinance](#) and check on your property

PARTY TIME

4. Monitor, ask yourself these questions

- Are you familiar with the people at your party?
- Have you secured areas/property that you do not want people to have access to?
- Are the people at your party of legal drinking age?
- How is the noise level?
- Are people parked in designated/appropriate areas? Are neighbors' spots being blocked?
- Is anyone getting too drunk? You could be liable if they get in an accident.
- Are people leaving with cups? This draws attention and creates trash.
- What is the behavior like when people are leaving? Lots of noise, urinating in your yard or neighbors' yards, making excess noise?

5. When to take action

- If party gets beyond your control, call the police yourself at 970-221-6540.
- Let the "responsible monitor" talk to police.

WHEN THE PARTY'S OVER

6. Clean-up/damage control

- Make sure you yard/neighbor's yards are clear of any trash, cups, etc.
- Talk with neighbors to determine if they experienced any problems