

## Event Policies

While the University's role is to assist students to develop satisfying lifestyles to equip them for a better quality of life, it cannot and should not stand in the place of a parent. University students, as citizens of the community, of the state and of the nation are, like any other adults, expected to be aware of and to abide by pertinent laws and University regulations.

The University expects students to conduct themselves at all times as responsible adults, and to realize that they may be subject to civil or criminal liability resulting from violation of alcohol and controlled substance laws. Such liability may exist independently of any disciplinary action taken by the University for violation of its regulations.

The following regulations regarding planned chapter events held off campus and on the University of North Alabama campus or on property controlled, owned, or operated by the University shall apply to all UNA social fraternities and sororities, whether or not housed on university property.

### **Definition of Events & Registration Policy**

To better ensure that social fraternities and sororities implement appropriate risk-management measures, all events must be registered via OrgSync with the Office of Student Engagement one week prior to the event (all events requiring police, as indicated below, must be registered two weeks prior to the event).

No event is permitted without the knowledge and approval of the chapter president, chapter advisor, and a Student Engagement staff member.

### ***Chapter Events***

A chapter event is:

1. Any activity announced by the chapter; or
2. When a member or members of the chapter plan, solicit funds for, or promote the activity; or
3. Any activity perceived as being an organizational event

All chapter events will require an *Event Registration Form* via OrgSync.

### ***Social Events***

All social events will require an *Event Registration Form* via OrgSync and may require the presence of a police officer.

Social events include, but are not limited to, themed parties, mixers, formals, and any activity that includes/meets 2 or more of the risk factors below:

- Live Music (including DJ)
- Guests (anyone other than currently active or new collegiate members)
- Third Party Vendor
- Past 10pm

**All chapter events where alcohol is permitted are considered social events.**

### **Location and Time**

Outdoor activities, held on or off campus, must be concluded no later than 10 pm, except on Friday and Saturday when events may go on until 12 midnight, unless a noise permit is obtained by the city of Florence.

All events must have the approval of the person(s) in charge of the facility where the function is to be held.

No social events further than 150 miles from the UNA campus will be permitted.

### **Certificate of Liability Insurance**

All chapters must have a current certificate of liability insurance on file with the Student Engagement Office in order for the chapter to host any event. An updated copy of the chapter certificate of liability insurance is due within 2 weeks of your previous certificate expiring.

### **Clery Crime Disclosure**

The Clery Act requires that all crime statistics for events on campus and events hosted by campus organizations be disclosed. If someone tells you about a crime or an incident that may be a crime, or you witness a crime, you must report the information to the University of North Alabama Police Department. You may report the information by calling UNA PD at 256-765-4357 or by stopping by the UNA PD in person.

Because the University faces substantial monetary penalties for failing to include a reported crime in its annual crime statistics, it is critical that you report anything that could be considered a crime. All members and guests in attendance should report all facts regarding crimes/possible crimes to the Risk Management chair who is responsible for reporting the information to the UNA PD in a timely manner.

### ***What must be reported?***

Any facts regarding crimes and possible crimes should be reported. UNA PD will decide if the crime must be included in UNA's annual crime statistics per the Clery Act. The following numbers are reported annually per the Clery Act and must be reported: criminal homicide, sexual offenses (rape, sexual assault, fondling), domestic violence, dating violence, stalking, robbery, aggravated assault, burglary, theft, arson, and hate crimes.

### **Risk Management Team**

A group of six (6) or more members of the organization will be responsible for monitoring any social event. At least two members of the risk management team must be executive officers. At least two members of the risk management team must be 21 years of age. For co-sponsored events, the risk management team responsibilities may be split. The social event registration form must have these members identified to be approved via OrgSync. These individuals monitoring the event will not be allowed to consume any alcohol prior or during the event.

Their duties will include:

1. Introduce themselves to the police officers
2. Wear distinct orange Risk Management Team button (template provided by the Office of Student Engagement)

### 3. Respond to all emergency situations

Additional duties during events where alcohol may be consumed include:

1. Checking identification of members and guests (as indicated on guest list)
2. Distributing wristbands to the individuals of drinking age
3. Coordinating the transportation of members and guests leaving the event intoxicated

### **Guests**

A guest is defined as any individual other than currently active or new collegiate members (only members listed on the chapter roster on file with the FSL office are included as members).

All chapter events where alcoholic beverages shall be served or permitted to be consumed shall be by individual attendee invitation only. A typed guest list must be compiled prior to the event and be provided to the police officer prior to the start of the event. The officer should assist in checking the guest list and IDs.

For all chapter events where alcoholic beverages shall be served or permitted to be consumed, guest lists should not exceed a three (3) to one (1) ratio of guests to currently active or new collegiate members of the host organization. Fire codes may mandate smaller ratios based on the organization's facility. Guest lists should also be submitted in an organized manner, whether alphabetical order by first or last name. Any alumni in attendance should be included in the guest list.

Each organization assumes full responsibility for the activities and behavior of all persons in attendance at its events. If situations should arise that prove damaging or embarrassing to person(s) in attendance, to the organization itself, or to the University, disciplinary procedures against the organization will be instituted by the appropriate administrators of the University.

### **Police at Social Events**

An off-duty police officer shall be present at any chapter event, on-campus or off-campus, where alcohol shall be served or permitted to be consumed. Additionally, a police officer shall be present at all social events without alcohol if there are more than 199 attendees. All police officers must be certified by the State of Alabama. When registering the event, the chapter will indicate whether they wish to hire UNA police or will hire certified police outside of the university.

If an event will be using officers not employed by UNA, it is the responsibility of the sponsoring organization to organize services. A copy of officers' licenses must be submitted to the Student Engagement Office one week prior to the event.

Police officers assigned to regulate and/or patrol fraternity and sorority events should be briefed by the Risk Management Team as to their specific roles and responsibilities during such functions. Police officers have final authority on terminating an organization's event on site.

The number of police officers required shall be in accordance with the numbers listed below.

If events with alcohol are held within the organization's meeting facility, such as a fraternity chapter house, the police officer has the authority to monitor the bedroom, upstairs, and non-party designated

areas, if there is probable cause for suspicion. Only organization facility tenants should be entering and exiting bedrooms, upstairs rooms, and other meeting spaces other than the designated social area. If the organization is in violation of this policy, the police officer has the authority to terminate the event immediately.

### ***UNA Police***

If a chapter indicates their intention to hire off-duty UNA police when registering their event, the Office of Student Engagement will contact the UNA Police Department to obtain the names of officers for the chapter. The contact information of scheduled officers will be sent directly to the individual who registered the event.

Payment must be made directly to the officers working the event in the form of a check written directly to the officers at the time of their arrival. Should payment not be made, the event will be cancelled. Payment rate for University police is \$25 per hour, with a minimum four hour rate, for each officer scheduled.

If a chapter cancels an event, notification must be sent to the Assistant Director of Student Engagement and the scheduled officers 96 hours prior to the event or the chapter will be responsible for paying the officers.

### ***Number of Officers Required***

The following ratios are to be used as a guideline for the minimum number of police officers that will be present at the approved event.

#### **Social Events without Alcohol\***

1-199 attendees: 0 police officers  
200-499 attendees: 2 police officers  
500-999 attendees: 3 police officers  
Add one officer per additional 500 attendees

#### **Events with Alcohol**

1-149 attendees: 2 police officers  
150-249 attendees: 3 police officers  
250-349 attendees: 4 police officers  
Add one officer per additional 100 attendee

### **Beverages and Food**

The sale, by the organization and its' members, of alcoholic beverages is prohibited. This restriction applies to all of the various methods of charging for drinks, including charging admission to parties, selling drink tickets, asking for donations, charging for food or other items while providing drinks free, or otherwise obtaining payment or reimbursement of any kind for alcoholic beverages.

Alternative (non-alcoholic) beverages must be provided at the expense of the host organization, with no cost to guests. These items must be readily available at all times during the event at which alcoholic beverages are permitted to be consumed.

Ample quantities of food must be provided to all attendees. These items must be readily available at all times during a party at which alcoholic beverages may be consumed. There shall be no costs to guests. The food and drinks should be reviewed with all members of the risk management team.

Glass containers are prohibited at all social events with or without alcohol (unless provided by a third-party vendor at an off-campus facility). No common sources of alcohol should be provided, such as, but not limited to, punches in coolers or trashcans, kegs, etc. Hard liquor is prohibited from all “Bring Your Own Beverage” events.

In the event that alcoholic beverages become present at a function that originated as a non-alcoholic function, it is the responsibility of the organization’s executive officers and risk management team to enforce the governing rules of a non-alcoholic event. Also the police officer should assist in the removal of alcoholic beverages. If the host organization does not comply, the police officer has authority to terminate the event immediately.

### **Wristbands**

Wristbands are the ONLY approved method of identifying those of legal drinking age. The Office of Student Engagement will provide all wristbands for events with alcohol. The organization will be given enough wristbands for the estimated attendance, per the OrgSync registration. Wristbands may be picked up no earlier than 3 days prior to an event from the Student Engagement Office. All unused wristbands must be returned to the Student Engagement Office within a week of the event (note, each event will have different color wristbands, so you cannot keep unused wristbands for future events).

### **Sponsorship**

Organizations shall not sponsor or co-sponsor any function with any beverage distributor or brewing company or lend the organization’s name to any such activity at which alcohol is available, with or without charge or donation. This restriction applies to all activities, including, but not limited to, functions conducted for the benefit of charities and like causes.

### **Recruitment/Intake**

All forms of recruitment, intake, and new membership activities shall be non-alcoholic. A recruitment activity may range from one (1) person to many organization members. No recruitment, rush, intake, or new member activities should be held in conjunction with a tavern or alcohol distributor as defined in this policy.

### **Co-Sponsored Events**

Any and all alcoholic events registered and co-sponsored with three or more organizations are strictly prohibited. Two organizations are allowed to host an alcoholic event in collaboration, if proper registration is completed. All co-sponsored events require the approval of both organizations’ chapter president and faculty/staff/chapter advisor, along with a Student Engagement staff member.

### **BYOB Procedures**

For BYOB approved events, all attendees are required to bring their own alcohol. This includes members and guests. It is recommended that individuals should not leave with any leftover alcohol. A maximum of six (6), twelve (12) ounce cans/plastic bottles of beer, wine, and malt beverages is permitted per individual. No cases, twelve-packs, or other alcohol containers larger than six 12 oz. beers or wine coolers are permitted. At the end of the function, it is recommended that the host organization immediately dispose of the alcohol left by guests. Hard liquor and glass bottles are prohibited at BYOB events.

### **Drinking Games**

Games and contests that reward the capacity to consume large amounts of alcohol or consume alcohol quickly are strictly prohibited at any approved event whether on or off campus. Alcoholic beverages, including cases and kegs of beer, shall not be provided as prizes or awards to students or organizations.

### **Alcohol Paraphernalia at Events without Alcohol**

Alcohol paraphernalia is prohibited at events without alcohol. This includes empty containers, packaging, shot glasses, etc. The host organization is responsible for checking the facility and clearing the area of all paraphernalia (including those left in the trash) prior to the start of the event. It will be presumed that any empty containers found at events without alcohol were consumed at the event.

### **Themes**

Themes for all social events must be appropriate and should not be derogatory in any way. This includes sexually charged themes or events that negatively exhibit males or females in any way. Themes containing reference to alcohol are not permitted. Those chapters who submit inappropriate themes will be asked to change the theme or risk not hosting the event. This also applies to themes for t-shirts. Any unapproved theme changes will be seen as a violation of this policy.

### **Fire Inspection**

Any organization that is not up to date with Chapter Fire Inspections will be prohibited from hosting any event whether it is an on campus, off campus, or hosted at the chapter facility.

### **Policy Quiz**

Each semester, all chapter presidents and officers responsible for registering events on behalf of their organization must complete the Event Policies quiz on OrgSync. Only those who pass the quiz with an 80% score will be permitted to register on behalf of their organization. The Office of Student Engagement will not approve any event registered until the chapter president and the individual registering the event has passed the event policy quiz.

### **Violation**

If an organization violates the FSL Event Policies, the Office of Student Conduct, in conjunction with the Office of Student Engagement, may conduct a hearing.

If these policies are violated during a co-sponsored event and the Office of Student Engagement is not notified immediately, it will be presumed that both hosts are responsible for the violation.