

Fraternity & Sorority Programs (FSP) and University of Arizona Police Department (UAPD) Social Events MOU for the 2024-2025 School Year

Updated July 2024

A meeting occurred on Monday, July 15th, 2024, with the following persons in attendance:

- Greer Vinall, Assistant Director, Fraternity & Sorority Programs
- Steve Mendoza, Police Lieutenant, UAPD
- Melissa Valenzuela, Program Coordinator, Senior, UAPD

The partnership and collaboration that occurs between Fraternity & Sorority Programs (FSP) and the University of Arizona Police Department (UAPD) is one that promotes student safety, proactive harm reduction, and chapter accountability. Both departments believe fraternities and sororities can create a safe, healthy, and responsible social environment that allows their members the opportunity to hold themselves and each other accountable to the ideals and values to which they have voluntarily committed themselves to.

The following shall be effective for the 2024-2025 school year semester:

General Guidelines and Paperwork

- All on-campus social events, regardless of the presence of alcohol require UAPD roving patrol.
 - If events cannot be adequately staffed, UAPD and FSP will discuss the option for the chapter to hold their event, however it is not guaranteed.
- FSP will create and manage a master events spreadsheet and the master events spreadsheet will be shared with UAPD officials.
 - UAPD has permission to share the document with people deemed appropriate.
- UAPD will provide chapters the contact information of the UAPD officer(s) assigned to the event detail.
 - The contact will be communicated by UAPD and available on the master events spreadsheet.
- Should UAPD officers need to contact undergraduate chapter leadership, such as the president, risk manager, or social chair, contact information will be provided to the officers prior to the events.
 - This contact information will be made available on the events spreadsheet.
- If general members become overly involved during police investigations, that chapter may lose registration privileges.
 - A warning will be given prior to this action being taken.
- Chapters may preemptively turn in registration paperwork in order to hold dates and then later cancel.
 - If this becomes a problem, Fraternity & Sorority Programs reserves the right to stop registering events for that chapter.
 - A warning will be given prior to this action being taken.
 - Requests for officers to staff events must be received by the UAPD Special Events office no later than 12:00 pm (noon) Ten (10) business days (including university holidays) prior to the event.
 - Chapter must cancel an event by 12:00 pm (noon) 72 business hours/3 business days (prior to the event) or will be charged for the three-hour minimum for each officer assigned for



police services.

- FSP will submit the Request for Special Event Security forms for the chapters, and UAPD will communicate staffing availability with FSP.
 - If events cannot be adequately staffed, UAPD and FSP will discuss the option for the chapter to hold their event, however it is not guaranteed.
- UAPD will send invoices directly to chapters and be responsible for collecting funds owed. FSP will assist with communication if chapters are approaching or past the due date.
 - FSP will not collect funds for event staffing for any chapter events.
 - Past due invoices will be charged a late fee based on the below schedule:
 - 15-30 days late – \$50
 - 31-45 days late – \$75
 - 46-60 days late – \$100
 - 61+ days late – \$125
 - UAPD will not staff events for chapters who have outstanding invoices until that invoice has been paid in full or chapters that have three instances of late payments.
- UAPD will let FSP know of any upcoming dates that cannot be staffed and the two departments will work together to determine a course of action and communication.
- This MOU may be updated during the school year as needed.

Event Timing

- A total of eight (8) events may be held per night on Tuesday, Thursday, Friday, and Saturday.
 - No events shall be held on Sunday, Monday, or Wednesday.
 - Events held during the week must begin at 10:00 pm and conclude by 1:30 am
 - Events held on Saturday must begin at 1:00 pm and conclude by 5:00 pm OR begin at 10:00 pm and conclude by 1:30 am.
 - UAPD cannot guarantee officers can be staffed on any given night.
 - UAPD will determine adequate staffing using their professional judgment.
- All events must end two (2) hours prior to home football kickoff.
 - UAPD shall prioritize the staffing of football games and cannot guarantee staffing for other events.
 - Events may not be held after the conclusion of a home football game.
- Evenings with a home basketball game with a tipoff of 8:00 pm or later will have a limit of 3 on-campus social events and those events may not have performers/live entertainment.

Special Events

- Family Weekend and Homecoming events held at the chapter facility must end 30 minutes prior to kickoff.
 - There will be no limit on the number of events that may occur on these two gameday events as long as chapters only allow parents/family members, alumni, and 1 guest per member.
 - All paperwork and registration processes are to be followed as normal for Homecoming and Parents Weekend.
 - A Special Event Security form request will be submitted and an attempt to have roving patrol will be made.
- There may not be more than two performers/live entertainment on-campus events on a single night.
 - Events without performers/live entertainment may still occur on these evenings.
 - The limitation of these events is at the discretion of UAPD and FSP.
- Events with performers/live entertainment may not be held on-campus the evening before a home football game or the day of a home football game.

