

Fraternity and Sorority Programs Office
Procedures for On-Campus Events with Alcohol
IFC/PHC/NPHC/USFC
Revised Fall 2017

The procedures set forth here constitute minimum requirements that must be met to conduct on-campus events with alcohol. Nothing precludes chapters from adopting procedures that are more stringent than those set forth herein.

All fraternity and sorority functions under the jurisdiction of the Fraternity and Sorority Programs Office are subject to all applicable governmental laws and regulations, and the rules, regulations, and laws set forth The University of Arizona, Arizona Board of Regents, National and local policies, IFC/Panhellenic/NPHC/USFC, FIPG Risk Management Policy, NIC BYOB Guidelines for Hosting Social Events, and Fraternity and Sorority Programs. All responsibility for ensuring compliance with the aforementioned laws and policies lies with the hosting chapter and sponsor chapter(s). The Fraternity Sorority Programs Office will not monitor Chapter on-campus events with alcohol. However, the Fraternity Sorority Programs Office will respond to reports of any failure to comply with this policy.

Section 1. Events

- A. An “event” is anything a reasonable observer would associate with the chapter and will be pursuant to the host and sponsor chapter(s) national policies.
- B. Host and Sponsor Chapters are defined in the following manner:
 - a. Host: Chapter that primarily coordinates the social event or the chapter whose facility is the site of the event.
 - b. Sponsor: Any chapter that makes a financial (or in kind) contribution of any amount toward a social event and/ or any chapter that makes a public announcement (at a chapter meeting, gathering or house) stating their chapter is sponsoring an event with another chapter(s)/organization(s)/club(s)/outside entity(ies) or posts any information regarding the chapter’s joint sponsorship in the social event. If every attendee at an event is a member of the same chapter, that chapter is deemed a sponsor.
- C. On-campus events with alcohol can take place any day. Events held on Monday through Friday may not begin prior to 4pm. No event may last more than 4 hours, organizations may only have one (1) event beginning each day, and events must end by 2am .
- D. In order to host or sponsor events with alcohol, the chapter must attend any Events with Alcohol (EWA) related educational meetings. Chapters must complete the required education, within the time requirements set forth each semester.
- E. The host and sponsoring chapters must notify the surrounding neighbors and their neighborhood association (if applicable) a minimum of five (5) days in advance of every social event for more than 250 people, and prior to the event for events smaller than 250 people. The chapter must provide neighbors with names and telephone numbers of responsible parties for event.
- F. No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.

Section 2. Registration

- G. All events involving alcohol must be registered with the Fraternity and Sorority Programs Office.
- H. The host chapter(s) must file a completed [Events With Alcohol Registration Form](#) in the Fraternity and Sorority Programs Office no later than 12:00 pm (Noon)-*ten working (10) days prior to the social event*. A form is considered complete **only if all** information on the form has been filled out and submitted on time.
- I. Any failure to register events will result to the host chapter(s) being referred to the Greek Standards Board or Dean of Students Office.
- J. The Fraternity and Sorority Programs Office will not register any events with alcohol for the weekend beginning with “dead/reading” day until the start of the next semester.
- K. The Fraternity and Sorority Programs Office will not register any events with alcohol for blocked weekends.
- L. The Fraternity and Sorority Programs Office will not register any events with alcohol that include a live performance (i.e. bands, concerts, etc.). Live performance events with alcohol may be registered as an off-campus event held at an off-campus third party location.

Section 3. Post Event

- A. The hosting chapter(s) must submit an accurate and completed event checklist with the appropriate signatures, and completed guest list from the event to the Fraternity and Sorority Programs Office on the business day following their event by 10:00am.
 - a. The guest list should be complete with signatures and clearly written names of guests
- B. The surrounding neighborhood must be cleaned of litter and debris no later than 8:00am the day following an event.

Event Management

Section 2 – Entry and Invitations

- A. Any event with alcohol must be a closed event with a guest list. Open parties, meaning those with unrestricted access by non-members of the host and sponsoring chapter(s) without specific invitation, are prohibited.
- B. All events with alcohol are closed events, thus there should be no flyers, banners or anything else created or distributed advertising the event.
- C. Host chapter (s) must post a sign stating they retain the right to refuse entry to anyone (even with an invitation).
- D. Each guest entering the event must be signed in on the guest list and show a valid ID.
- E. All guests entering the event must be at least 18 years of age or older and must provide proof of age upon entering. The guest’s birthdate must be indicated on the guest list.
- F. The ability to collect money for admittance into an event is determined by the chapter’s National Policy. If money is collected, it cannot be used to purchase alcohol for or at the event and the event must be registered 5 business days in advance.
- G. A ratio of two – three guests per member is suggested. Please consult with your national policy for specific member to guest ratio.

Section 3 – Alcohol

- A. Use of chapter funds to purchase alcoholic beverages is prohibited.
- B. Members or guests shall not, collectively or individually, purchase alcohol for or serve alcohol to other members or guests.
- C. The only alcohol that can be consumed at an on-campus event is alcohol with no greater than 6% alcohol content.

- D. Alcohol is limited to **6 – 12oz. beers** per person or **4 wine coolers** per person. All beer and wine coolers must have an alcohol content of 6% or less. All beer and wine coolers must be in original, unopened cans or plastic bottles and brought by a member or guest who is legally able to consume an alcoholic beverage. *All* glass containers are prohibited.
- E. Common sources of alcohol are not allowed. This includes but is not limited to: kegs, wine in a box, containers of alcohol mixtures, and anything over the individual allotment as described in Section 3D.
- F. Hard alcohol, distilled beverages, liquor, and spirits are prohibited on campus. Alcohol over 6% alcohol content (ex. Hard alcohol, malt liquor, etc.) is prohibited at all on-campus fraternity and sorority events.
- G. There is absolutely **NO SALE OF ALCOHOL** allowed at on-campus fraternity and sorority events with alcohol.
- H. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any individual under the age of 21
- I. No member or pledge, associate/new member or novice shall permit, tolerate, encourage or participate in “drinking games.” The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one’s age, “beer pong,” “century club,” “dares” or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.

Section 5 – Security

- A. Security must be provided throughout the duration of events with alcohol, relative to the guidelines of Section 5, F and G.
- B. All events with alcohol must be limited to the host chapter facility and fenced in courtyard. No members or guests may be permitted to gather outside of the facility, or be on roofs or fences.
- C. The event area will be defined as the main common space of the host facility. All other spaces in the chapter facility must be closed and guarded by security.
- D. Events must have only one main entrance/exit. All other doors must be maintained as emergency exits only and clearly marked as such.
- E. A cab service telephone number must be posted at the exit of an event. A telephone must be readily available for guests to contact a safe ride home.
- F. All host and sponsoring chapter(s) are required to hire and pay for police for the duration of the event. This must be coordinated with UAPD (see UAPD Special Event Coordination and Request Form for specific requirements and information).
 - a. Special Event Request forms must be completed and included with the Event Registration Form no later than ten (10) working days prior to the event.
 - b. The number of officers required is at the discretion of UAPD based on factors such as expected attendance, number of events occurring at the same time, etc.
 - c. UAPD can authorize other police agencies to staff events.
 - d. All host and sponsoring chapter(s) are required to hire and pay for police for the duration of the event. All police must be coordinated with UAPD
 - e. Events must be cancelled at least 48 hours in advance. Failure to do so will result in the chapter being responsible for the cost of the officers that were scheduled.
 - f. Failure to pay an invoice for UAPD after 2 weeks receiving the invoice will result in a 15% late charge. failure to pay may result in not being able to schedule future events.
- G. In addition to peace officers in a number to be determined by UAPD, all events are required to have at least 3 security guards that are insured and licensed by the Arizona Department of Public Safety.

- H. The Fraternity and Sorority Programs Office requires the following minimum guidelines for adequate security:
- a. 3 security guards are required for events of 200 or less. For each additional 100 people another security guard is required.
- I. For adequate security, the following guidelines shall apply:
- | | |
|------------|------------|
| a. 0-200 | 3 security |
| b. 200-400 | 4 security |
| c. 400-500 | 5 security |
| d. 500-600 | 6 security |
| e. 600-700 | 7 security |
| f. 700-800 | 8 security |
| g. Etc. | |
- J. It is the host and sponsoring chapter(s) responsibility to maintain attendance in accordance with the number of security agents obtained.
- K. The Fraternity and Sorority Programs Office recommends that security be responsible for assisting the host and sponsoring chapter(s) in the following areas: implementation and enforcement of guest list, distinguishing between drinking and non-drinking attendees, maintaining a safe and secure environment for attendees, keeping out any uninvited guests, or anything else deemed worthy in the situation at the given time.

Section 6 – Non-Drinking Event Monitors

- A. There must be 1 Non-Drinking Event Monitor (NDEM) for every 25 guests that must remain sober throughout the event.
- B. One NDEM from each sponsoring chapter must be present at the entrance of the event at all times to assist security in verifying the guest list.
- C. There should be a NDEM stationed at any part of the house that is restricted to members and guests.
- D. The NDEM must abstain from consuming any alcohol or other substances before or during the event.
- E. The NDEM must be an initiated member of the host or sponsoring chapter(s). New members should not be serving as monitors.
- F. The NDEM shall meet with the Risk Manager/Social Chairman before the event begins to discuss role/scope of responsibility and stations for the event.
- G. Specialty clothing shall be worn by the NDEM to set them apart from the rest of the attendees (ex. highly visible t-shirts or jackets).
- H. The chapter President, Risk Management Chairman, and Social Chairman should limit their use of alcohol (if consuming at all and if of legal drinking age) during events so they can, along with the NDEM, ensure that a safe social environment is maintained.

Section 7 – Alternative Foods and Beverages

- A. Water and food must be present and available throughout the duration of the event.
- B. Water and food must be located away from the alcohol or serving areas.
- C. Water fountains and coin-operated vending machines **do not** qualify as acceptable source of non-alcoholic beverages.
- D. Water or Non-alcoholic beverages must be dispensed from closed containers.

Section 8 – Policy Violation

- A. Violations of the On-Campus Event with Alcohol Policy and/or the University of Arizona Code of Conduct will result in referral to the Greek Standards Board and/ or the Dean of Students Office.

Section 9 – Revision Procedures

- A. Students, advisors, and other affiliates of the Fraternity and Sorority Programs Office may provide feedback on procedure or policy changes to the On-Campus Event with Alcohol Policy through written documentation to the Director of Fraternity and Sorority Programs.
- B. All changes to procedure and policies for the On-Campus Event with Alcohol Policy will be reviewed annually by the Fraternity and Sorority Programs staff.