Social Greek Risk Management Policy and Event Registration Procedures

For the College Panhellenic Council, Interfraternity Council, Multicultural Greek Council, and National Pan-Hellenic Council at the University of West Georgia

Policy Effective January 1, 2015  Last Updated July 2018
Purpose

The purpose of this document is to present the Event Management Policies and Procedures in a format that is concise, easy to understand, and usable as a relatively quick checklist for the persons entrusted with upholding students to these policies in order to improve safety throughout Fraternity and Sorority Life.

Event Management Philosophy

The University of West Georgia aspires to be the best comprehensive university in America; sought after as the best place to work, learn, and succeed. In our quest to be the best, the Division of Student Affairs and Enrollment Management, Housing and Residence Life, Center for Student Involvement, Fraternity and Sorority Life, and the Greek Village, embrace the following guiding principles and values in their philosophy of the management of events in the social fraternity and sorority community.

The University is bound by and will follow all Federal, State and Local Laws and Ordinances, and will consistently enforce these and all university policies related to event management. The University also fully supports the risk management guidelines set forth by the Fraternal Information & Programming Group (FIPG*). The University honors its commitment to protecting the safety of students, organizations, members and facilities, and encourages all members to realize their full potential, through peer accountability and the role-modeling of responsible social event behaviors and management.

The University values and provides an educational training model which: focuses on risk management/ harm reduction strategies, provides an environment in which questions are welcomed, and ensures members and guests are aware of expectations and the consequences of not following policy.

We encourage a culture of moderation, self-management, and proactive behaviors, creating a culture for student success.

*FIPG Guidelines can be found at http://www.fipg.org/
Policy

I. Alcohol and Drug Policy

A. The possession, sale, use or consumption of alcoholic beverages, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines (From FIPG)

B. All individuals are obligated to observe the laws of the State of Georgia and the City of Carrollton regarding alcoholic beverages.
   1. It is unlawful to possess, consume, or transport alcoholic beverages if under the age of twenty-one (21).
   2. It is unlawful for a person, after purchasing or otherwise obtaining alcoholic beverages, to sell, give, or deliver it to another person under 21.
   3. It is unlawful for any person to misrepresent his or her age for the purpose of buying, accepting, or receiving alcoholic beverages.
   4. The University of West Georgia is a Drug Free Campus, and organizations must abide by this policy in addition to state and federal laws regarding alcohol and drugs.

C. Organizations hosting events where alcohol is present must have insurance.

D. No alcoholic beverages may be purchased through or with chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or behalf of the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited. (From FIPG)

E. 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. (From FIPG)

F. Open parties, meaning those with unrestricted access by non-members of the
fraternity, without specific invitation, where alcohol is present, are prohibited. (From FIPG)

G. In order to register events for the upcoming semester each chapter President, Social Chair, and Risk Management Officer must attend an informational meeting (Fall/Spring-Summer) where the policies and expectations of the Social Greek Risk Management Policy and Event Registration Procedures are outlined.

II. Event Definitions
   A. A Social Event is defined as, but not limited to:
      1. Any social event(s) on or off campus with or without alcohol
      2. Anytime a band or DJ is present
      3. Anything an observer would reasonably assume is a social event (“party”) sponsored by the organization
   B. A Philanthropic Event is defined as, but not limited to:
      1. Any event that is done to better humanity through charitable donations
      2. Anytime donations are collected like money to a charity, clothes for a shelter, food items given to a local soup kitchen, etc.
      3. Anything that is a fundraiser that supports a charitable cause like a benefit concert or donations to a non-profit organization

III. Event Registration
   A. All events must be registered in accordance with the Event Registration Procedures.
   B. Time of Social Events:
      1. Weekday events (Sunday – Thursday) must end by 12 a.m. (Midnight)
      2. Weekend events (Friday and Saturday) must end by 1:30 a.m.
      3. From the time the event is officially over, 30 minutes is allowed to send all guests home.
   C. No social events will be approved during the week of finals each semester or during times when the University of West Georgia is closed.

IV. Event Function Theme Sensitivity
   A. Each event must have a non-alcoholic, non-offensive, and non-discriminatory title. Events may not be given the title “party”.
      1. All event/activity themes must be ethnically/racially sensitive in nature and not degrade the nationality of any individual group.
      2. All event/activity themes must be sensitive to gender (i.e. “Hot Legs” and “Masculine Male” contest not permitted)
      3. Reference the Student Organization Handbook for additional policies.
V. Events with Alcohol Present
   A. The host organization(s) is (are) responsible for the event and for the enforcement of all
      university policies and procedures as well as those of the inter/national organization(s)
      including but not limited to: the management of alcohol, prohibiting drinking games, and
      check in/out policies and procedures.
   B. All events are BYOB (Bring Your Own Adult Beverages) or Third Party Vendor*. No
      alcohol may be served and/or sold by the host organization at any time. Absolutely no
      common sources of alcohol are permitted. These include but are not limited to: kegs,
      party balls, punch bowls, and courtesy bars.
   C. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic
      beverages to any minor (i.e. those under legal drinking age) (From FIPG)
      a. Only those who are 21 years of age may purchase and consume alcohol.
   D. If the event is held at a licensed venue/Third Party Vendor (i.e. restaurant/bar), the venue
      staff is responsible for identifying and enforcing the legal drinking age. Alcohol must be
      dispensed from a cash bar provided by the management of the establishment. No alcohol
      may be brought into the event by members or guests.
   E. 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 could be conducted or co-sponsored with a
      charitable organization if the event is held within the provisions of the organization and
      college or university policy (From FIPG).
      a. Documentation from the charitable organization may be required for approval of the
         fundraising event.

* Third Party vendors must be adequately insured and have appropriate licenses as required by
  national organizations and federal, state, and local law.

VI. Guest Management and Safety
   A. The hosting organization may invite up to a number equivalent to 2 guests per member.
      (50 members x 2= 100 guests, 100 guests + 50 members = 150 total attendees).
      Members are defined as individuals who are listed on the roster currently on file with
      the Center for Student Involvement. Event attendance must not exceed the guest list.
   B. For larger functions, organizations may be advised to move to an off-campus facility
      that can accommodate a large amount of guests.
   C. Only the sponsoring organization will be allowed to invite guests. Invited guests may
      not share or extend the invitation with others.
D. Only invited guests will be admitted to the event.
E. Guest lists must be kept on file by the hosting chapter for up to two (2) years from the event date and must be available upon request of a university official.
F. **For chapter house events, temporary fencing must be used to create a secure and controllable event environment.**
   a. In Greek Village, in order to expand your property to encompass an outdoor event, Housing and Residence Life will approve where the lines of additional fencing.
G. For guest safety and event control, members and guests **must not linger in parking areas/common areas.** Attendees must be inside the event area (inside house or inside fenced area of the house) at all times.
H. **All bedrooms and 2nd floors of the houses are restricted to residents only during events.**
I. Community bathrooms must be provided on the first floor of the event venue and an appropriate amount of trash receptacles should be provided by the host organization.
J. Corridors and bathrooms must have full lighting during the entire event.

**VII. Advertisement or Promotion of Events**

A. **Events with alcohol present may not be advertised in any way (i.e. sheet signs, flyers, social media including but not limited to: GroupMe, Facebook, Instagram, Twitter, SnapChat, Tublr, Pinterest, YouTube).**
   a. Any social media post about events is considered advertising regardless of statements referencing the event as being “closed”.
B. Only the host organization(s) may issue specific invitations.

**VIII. Food and Non-Alcoholic Beverages**

A. Sufficient amounts of food and non-alcoholic beverages must be provided for all attendees throughout the event by the sponsoring organization.

**IX. Event Management**

A. Event Monitors
   1. There must be a minimum of four (4) sober monitors for events of 100 or less. Events with 101-150 people must have at least five (5) event monitors. Events of 150 or more must have at least six (6) events monitors.
   2. Event monitors are charged with regulating events and maintaining the Social Greek Risk Management Policy and Event Registration Procedures and the risk management policy of the sponsoring chapter(s).
   3. Event monitors are not allowed to consume alcohol during the time period consisting of eight (8) hours prior to the start of an event and two (2) hours after the ending of an event.
   4. Event monitors may leave after an event is over, but must be accessible by
phone if needed to assist with unplanned issues.

5. There may be no more than two (2) new members that serve in the event monitor role.

6. One (1) event monitor must be an executive board member.

7. One (1) event monitor must be stationed at the front door throughout the duration of the event. One (1) event monitor must be stationed at the back door throughout the duration of the event. One (1) of the door event monitors must be responsible for managing the Guest List. The remaining event monitors are to be stationed throughout the event premises.

8. **All event monitors must wear an orange vest provided by Housing and Residence Life or a HRL approved t-shirt/vest provided by the chapter throughout the duration of the event.**

B. Event Clean Up

1. By **7:00 a.m.** the day following an event, the sponsoring organization must assure that the outside areas are clean and free of debris.

2. If the event is multi-day (i.e. Friday and Saturday), the clean-up is to be done by **7:00 a.m.** each day.

C. Sound Regulations

1. **During weekday events** (Sunday-Thursday) all amplified sound and music inside and outside the house must **end by Midnight (12:00 a.m.)**

2. **During weekend events** (Friday and Saturday) all amplified sound and music inside and outside the house must **end by 1:30 a.m.**

3. Organizations must obey all city ordinances with regard to noise levels and sound.

X. Additional Policies concerning Events

A. Violations of the Social Greek Risk Management Policy and Event Registration Procedures will be referred to the appropriate conduct office.

1. Violations include, but are not limited to: hosting un-registered events, excessive noise, serving alcohol to minors, inability to maintain a safe event, and not adhering to requests of university officials.

B. For special events in the Greek Village, such as Homecoming, Parent events, and Alumni events, an exception to the guest limit may be granted on a case-by-case basis by a Housing and Residence Life representative. This request must be indicated on the Event Registration Form at the time of submission.

C. **The University reserves the right to close any event if the Social Greek Risk Management Policy and Event Registration Procedures are not adhered to; and/or the event has the potential of threatening the health and safety of its members or others in attendance.**
D. Chapters may not use chapter rosters, phone books, phone trees, or any other pre-existing chapter information to complete guest lists for non-members attending events. Chapters must compile a separate guest list for each individual event.

E. The guest list for each event should clearly state the event title, date, location, and the names of the invited guests.

F. Chapters can use the following in creating an event: Google Documents, Excel, OrgSync, or any additional method approved by the University.
Procedure

I. Event Function Registration Process
The event registration process is as follows:
   1. Complete the Event Registration Form via OrgSync.
   2. Ensure all approvals are obtained prior to Step 3.
   3. Schedule a meeting with the HRL Staff per the Event Registration Form.
      a. The meeting must be completed six (6) days prior to the event.

      For a typical 5 day week, 6 business days is defined as:
      For Thursday events, 6 business days is two (2) Wednesdays prior to the event.
      For Friday events, 6 business days is two (2) Thursdays prior to the event.
      For Saturday events, 6 business days is two (2) Fridays prior the event.

II. Guest Management and Safety
   A. All guests and members must sign in at the check-in table, present identification, and each organization must have a visible method to identify who is 21 years of age or older.
   B. For chapter house events, temporary fencing must be used to create a secure and controllable event environment
      1. In Greek Village, in order to expand your property to encompass an outdoor event, Housing and Residence Life will approve where the lines of additional fencing can be put.
   C. There should only be one point of entrance and exit for all members and guests (In accordance with “IX. Event Management” A.7, one event monitor will be stationed at each).
   D. The event monitors must be wearing a vest provided by Housing and Residence Life OR an approved t-shirt/vest provided by the chapter
II. Violations Procedures

Note: General guidelines state that UWG University Police or other university officials have the right to skip violation procedures stated below at their discretion.

A. 1st Visit/Call- UWG University Police or other university official will issue verbal warning

B. 2nd Visit/Call- If University Police or other university official is required to return to your event, they may issue citations or arrest individuals and file Maxient reports regarding the incident. Additionally, the event will be shut down and guest will be required to leave immediately. The incident will be reported to the Office of Community Standards and Center for Student Involvement.

These policies and procedures are current as of July 2018.
The University reserves the right to update the policies and procedures as needed.
Updates to policies and procedures will be forwarded to chapter leadership.