Implementing social events is a detailed process that necessitates the balancing of many components: event planning, policy adherence and application, processes and procedures, safety and risk management, wanting members and guests to have fun, communication with off-campus venues, and collaboration with Washington University in St. Louis staff. This document outlines relevant Washington University in St. Louis policies, expectations, procedures, and guidelines pertaining to Fraternity/Sorority Life social event planning.

Campus Life places the following priorities on Social Event Management (SEM) implementation for fraternities and sororities:

**Safety:** The safety of chapter members and guests is of paramount concern to Campus Life staff. Campus Life’s expectation is that every decision chapters make in the planning, implementation, and communication of/about their events keeps this priority at the center. For Campus Life, physical and emotional safety are included in this priority. This means events are planned with risk management practices that focus on keeping members and guests physically safe, and reaching out to appropriate on- or off-campus resources who can help in situations where safety has been compromised (e.g., EST, WUPD, 911, hired security staff, venue staff). Planning with emotional safety in mind means considering and respecting members’ and guests’ range of identities and experiences when choosing an event’s theme, location, and promotion.

**Policy:** The policies and expectations detailed below have been created with the above priority of safety, as well as federal, state, and local laws, in mind. For this reason, Campus Life prioritizes chapters’ understanding and following of Fraternity/Sorority Life Social Event Management and Housing policies, as well as the Washington University Student Code of Conduct. ([Housing policies available on Campus Life website, campuslife.wustl.edu; Student Code of conduct available at: wustl.edu/about/compliance-policies/academic-policies/university-student-judicial-code](http://campuslife.wustl.edu/))

**Open Dialogue and Continuous Improvement:** In order to implement policies and expectations that support our priorities and strong partnership between chapters and Campus Life, we highly value open, candid and constructive dialogue between chapter members and Campus Life staff. We also seek to continuously improve our policies and practice to better support students’ lived experiences, which requires ongoing and open communication.
The following is the Fraternity/Sorority Life Social Event Management Policy in its entirety. The policy is divided into eight parts:

- Part 1: Types of Events
- Part 2: Social Event Registration Process and Locations
- Part 3: Transportation
- Part 4: Guest Management
- Part 5: Events with Alcohol
- Part 6: Risk Management
- Part 7: Medical Amnesty
- Part 8: Fire & Electrical Rules
Part 1: Types of Events

The following table details the various types of social events that can be registered through Campus Life. Registration as well as all appropriate paperwork must be turned into Campus Life/submitted online via Washington University Group Organizer (WUGO) by the deadline(s) designated below. **Any chapter events that occur outside of this process are considered unregistered. An unregistered social event is any event that utilizes the sister/brotherhood’s social network or name, and has not been registered through Campus Life.**

For mixers, it is always acceptable for sororities to mix with other sororities, and fraternities with other fraternities. Additionally, sororities are always permitted to host events in on-campus reserve-able spaces outside of the fraternity chapter facilities.

<table>
<thead>
<tr>
<th>Type of Event</th>
<th>Event Description</th>
<th>Event registered in WUGO by:</th>
<th>Event Captain/Responsible Contact expectations:</th>
<th>Hired Security (if required, provide contract via WUGO):</th>
<th>Guest List (requires names of chapter members, guests, dates of birth if event serves alcohol. Guest name must go by host’s):</th>
<th>Other required forms:</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Campus Invite Event – w/ Alcohol</td>
<td>An event with alcohol where members of the sponsoring chapter invite a guest(s). No more than 3 guests per chapter member, and a guest list can never be larger than 300 (not including chapter members). Alcohol must be provided through a Third Party Vendor.</td>
<td>2 weeks prior to event</td>
<td>2 ECs; 5 RCs</td>
<td>Required</td>
<td>Required</td>
<td>Third Party Vendor Contract; List of available food/snacks and appealing non-alcoholic beverages; Social Event Fire &amp; Electrical Agreement Form, Risk Management Plan</td>
</tr>
<tr>
<td>On-Campus Mixer – w/ Alcohol</td>
<td>An event with alcohol sponsored jointly by two organizations (more than two chapters may be permitted to jointly host a mixer, only with the permission of Campus Life staff). Only members of sponsoring chapters are in attendance (including new members). Each chapter is required to register the event. Alcohol must be provided through a Third Party Vendor.</td>
<td>2 weeks prior to event</td>
<td>1 EC; 4 RCs per chapter</td>
<td>Required</td>
<td>Required (list of chapter member ages)</td>
<td>Third Party Vendor Contract; List of available food/snacks and appealing non-alcoholic beverages; Social Event Fire &amp; Electrical Agreement Form, Risk Management Plan</td>
</tr>
<tr>
<td>On-Campus Sister/brotherhood event – w/ Alcohol</td>
<td>A social event with alcohol where 50% or more of the membership of the one sponsoring chapter is in attendance (including new members). Alcohol must be provided through a Third Party Vendor.</td>
<td>2 weeks prior to event</td>
<td>1 EC; 2 RCs</td>
<td>Required</td>
<td>Required (list of chapter member ages)</td>
<td>Third Party Vendor Contract; List of available food/snacks and appealing non-alcoholic beverages; Social Event Fire &amp; Electrical Agreement Form, Risk Management Plan</td>
</tr>
<tr>
<td>On-Campus Invite</td>
<td>An event where members of the sponsoring chapter invite a guest(s). No more than 3 guests per chapter member, and a guest list can never</td>
<td>1 week prior to event</td>
<td>1 Event Captain (EC); 4 Responsible Contacts (RC)</td>
<td>Required</td>
<td>Required</td>
<td>Social Event Fire &amp; Electrical Agreement Form, Risk Management Plan</td>
</tr>
<tr>
<td>Event - DRY</td>
<td>be larger than 300 (including chapter members).</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Social Event Fire &amp; Electrical Agreement Form, Risk Management Plan</td>
</tr>
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<td></td>
</tr>
<tr>
<td>On-Campus Mixer - DRY</td>
<td>An event sponsored jointly by two organizations (more than two chapters may be permitted to jointly host a mixer, only with the permission of Campus Life staff). Only members of sponsoring chapters are in attendance (including new members). Each chapter is required to register the event.</td>
<td>1 week prior to event</td>
<td>1 EC per chapter; 2 RCs per chapter; ECs must meet 30 min. prior to event</td>
<td>Required</td>
<td>Not Required</td>
<td></td>
</tr>
<tr>
<td>On-Campus Sister/brotherhood event - DRY</td>
<td>A social event on-campus where 50% or more of the membership of the one sponsoring chapter is in attendance (including new members).</td>
<td>1 week prior to event</td>
<td>1 EC; 2 RCs</td>
<td>Not required</td>
<td>Not Required</td>
<td></td>
</tr>
<tr>
<td>Off-Campus Event - w/Alcohol</td>
<td>An event where members and/or non-members are in attendance at an off-campus venue. Venue must agree to and sign WUSTL Venue Agreement. Venue serves alcohol. No more than 2 guests per member of hosting chapter.</td>
<td>2 weeks prior to event</td>
<td>2 ECs; 5 RCs</td>
<td>Required</td>
<td>Required</td>
<td></td>
</tr>
<tr>
<td>Off-Campus Event - DRY</td>
<td>An event where members and/or non-members are in attendance at an off-campus venue. Venue must agree to and sign WUSTL Venue Agreement. No more than 2 guests per member of hosting chapter.</td>
<td>2 weeks prior to event</td>
<td>1 EC; 3 RCs</td>
<td>May be required (consult with Campus Life staff)</td>
<td>Required</td>
<td>Signed Venue Agreement; Venue Diagram; List of available food/snacks and appealing non-alcoholic beverages; Signed Transportation contract; Confirmation of registration with Parking and Transportation (upload to WUGO). Risk Management Plan</td>
</tr>
</tbody>
</table>
Part 2: Social Event Registration Process and Locations

Social Event and Risk Management Training + Social Calendar Scheduling

- At the start of each semester, a mandatory Social Event and Risk Management Training for all Fraternity/Sorority Social Chairs, Risk Managers, and House Managers will be held. Chapter Presidents, IFC/WPA Council Members and Event Captains will receive this training as well. Following this training, Social Chairs will be able to submit their preferences for dates for registered social events. The IFC/WPA Vice Presidents of Programming shall review these requests and create a calendar of social events for the semester.
- Chapters who fail to attend the Social Event and Risk Management Training will not be permitted to schedule or register social events.
- Events on the Social Event Calendar must always be formally registered in order for them to occur.
- Social events may only occur on Thursday, Friday, and Saturday nights. No event is ever permitted to last past 1:30am.
- There may be no more than three (3) on-campus and three (3) off-campus events on any night the social events are permitted.
- If at any point a fraternity or sorority would like to add an event and/or change the date of a previously scheduled event after the Social Event Calendar has been created, they must submit the proposed change to the Assistant Director for Fraternity/Sorority Life and the VP of Programming for their respective council. This proposed change should occur at least one week prior to the event registration deadline.
- A fraternity or sorority wanting to cancel a registered event should notify VP of Programming for their respective council and Assistant Director for Fraternity/Sorority Life prior to the registration deadline.

Registering Events

- All Social Events hosted by a fraternity or sorority must be submitted through Event Builder on WUGO. The designated chapter event planner should log in to wugo.wustl.edu, select their organization’s WUGO page (for Fall 2018, this will be labeled as “Chapter name – Temp Fall 2018”), select “Events”, then “+ Create Event”.
  - Only officers within the organization who have been granted permission to create events will be able to create events and submit events for approval. To give permission, an administrator for the organization’s WUGO page will need to grant permission to the necessary officers. Information on how to manage a WUGO roster is available via the welcome page of wugo.wustl.edu.
  - All events will require a risk management plan to be included in the submission of the WUGO form.
  - The WUGO form also allows you to attach all required forms detailed in the above “Types of Events” section.
  - On WUGO, every event must be titled in the following format: EVENT DATE AS MON-DAY-YR / EVENT TYPE / CHAPTER(S) INVOLVED (e.g., 02-17-18 / Mixer / Tri Delt & FIJI).

- All events involving alcohol must be completely registered at least two weeks prior to the event. This includes submission of all supporting documents including copies of any contracts and bus registration.
Any event that has not been registered by the appropriate registration deadline may result in immediate cancellation of event. Additionally, any event held without registration will result in disciplinary action.

- If the event is being co-sponsored by multiple organizations, all organizations must complete the WUGO Event Builder Form. Each organization should list the co-sponsoring organization(s) when submitting the event registration.
  - The sponsoring organization(s) must be in good standing with Campus Life and their respective governing council (if applicable) at the time of the registration submission. If multiple organizations are sponsoring the event, all organizations must be in good standing for the event to be approved.

Important Event Registration Dates:
- Social events may not happen until fall IFC recruitment has concluded (September 15, 2018 is the first night registered events can begin)
- Social events may only be registered Thursday-Saturday of a given week
- No social events may occur on the following dates during the Fall 2018 Semester:
  - WILD – October 5, 2018
  - Dance Marathon – November 10, 2018
  - Thanksgiving weekend – November 22-24, 2018

Possible Event Locations

- **Chapter facility:** A chapter may host an event at their chapter facility given that all registration procedures have been followed and that they adhere to University policies. Chapters should also refer and adhere to their respective national headquarters’ policies.

- **On-Campus Reserved Space:** A chapter may host a social event on campus in a reserved space. Sponsoring organizations are responsible for reserving the space prior to submitting their Event Builder Form. Event Builder is an independent system from the on-campus space reservation system. It is the responsibility of the sponsoring organization(s) to be knowledgeable of restrictions and regulations on their reserved space as additional rules may apply. Below is the web address to making reservations in spaces through Event Service and Residential Life. Space Reservations can be made through [https://reserveaspace.wustl.edu/](https://reserveaspace.wustl.edu/).

Note the following noise expectations for all on-campus events:
- According to University policy, all outdoor amplification must be turned off by 12:00am midnight on Friday and Saturday and 10:00pm on Sunday through Thursday. Any outdoor amplification must first be approved by Campus Life staff.
- Music may remain on inside until 1:15am or fifteen minutes prior to the event’s scheduled ending time.
- As a general rule, WUPD Officers will respond to complaints of amplified sounds. It will be at the responding officer's discretion to determine if the amplified sounds are causing a disturbance to the surrounding area, and they may take action. The police officer responding to a first complaint of disturbing amplified sound should explain to the individuals or organization responsible for the sound of the nature of the complaint and advise them to reduce the amplification or turn it off, and then issue them a verbal warning. If there are subsequent complaints, or if the person/group refuse(s) to cooperate, officers shall direct the amplified sound to be turned off immediately, complete a report, and forward the report to the Assistant Director for Fraternity/Sorority Life.
Off-Campus Events: Organizations may choose to host events at a venue off campus. Campus Life is committed to ensuring the safety and security of events on and off campus. Therefore, if an organization is planning a local off-campus event, they must be held at venues that have signed the Venue Agreement. The signed agreement for that event is required to be uploaded as part of the registration process, even if a chapter has hosted an event at that venue in the past.

Out of Town Events: If an organization is planning an event out of town, such as a formal, event registration must be completed no less than 28 days prior to the event so that a representative from Campus Life can work with the group ensure the safest event possible. Campus Life’s travel policy must be followed for all out of town events.

NOTE: Fraternities that have a non-University owned off-campus chapter house are prohibited from hosting registered, or unregistered, social events in their chapter house. Like all chapters without University housing, these fraternities may host registered events at approved off-campus venues or in approved on-campus spaces.

Event Packet and Evaluation

For all events with hired security, Campus Life staff will prepare an event packet for the security company. This packet will include:

- A printed copy of the approved Event Builder plan
- Wristbands – both with tabs for those who are 21 years or older and wristbands without tabs for attendees who are under 21
- Membership roster of each sponsoring organization
- Guest List
- Post-event evaluation form for hired security company
- Copy of Fraternity/Sorority Life Social Event Policies

The event packet will be left at the WUPD station on the South 40 for pick up by a member of the security staff hired for the event.

At the end of the event, the completed post-event evaluation form and extra wristbands will be placed back in the packet and returned to WUPD by a representative of the security company.

Part 3: Transportation

Sponsoring organizations hosting an event off-campus are responsible for providing bus transportation. The following expectations regarding transportation apply for all off-campus events:

- Chapters must complete the following two-step process to reserve transportation:
  - Contract transportation with a bus company (i.e., Student First, UShuttle). A copy of the contract with the transportation company must be attached to the WUGO Event Registration form.
  - Register the transportation through WashU’s Parking and Transportation Office via the following form: [https://parking.wustl.edu/services/charter-buses/charter-bus-registration-form/](https://parking.wustl.edu/services/charter-buses/charter-bus-registration-form/). A screen shot of the completed registration must be attached to the WUGO Event Registration form.
- Organizations must provide at least one (1) bus per 100 people attending the event.
Fraternity/Sorority Life Social Event Management Policy – Fall 2018

- It is expected that attendees use the provided transportation both to and from events, regardless of whether or not the event will have alcohol.
- Loading and unloading of buses must occur from Simon Lot, Alumni Lot, or Steinberg Circle (at Steinberg Hall near Skinker Blvd).
  - Buses are not permitted to pick up/drop off in residential neighborhoods or any other parking lots on- or off-campus.
- For events with alcohol, each bus must have an Event Captain or Responsible Contact and Hired Security Guard on board during travel to and from the venue. At the discretion of University and/or Campus Life staff, additional Security Guards may be required to monitor boarding and unloading.
- Event Captains and Responsible Contacts must meet with Hired Security at least 30 minutes prior to boarding to review responsibilities and expectations for each group. These expectations can be found within this policy document. Boarding may not begin until this security briefing takes place.
- Event Captains and Responsible Contacts are responsible for monitoring the boarding, transportation, and unloading of buses.
  - Security Guards, Event Captains and Responsible Contacts may prohibit individuals who are visibly intoxicated from boarding buses.

Failure to follow these guidelines may result in cancellation of the bus reservation, and/or future limitations on bus requests. In the occurrence of a cancellation or a failure to follow these guidelines, the sponsoring chapter will be solely responsible for the forfeiture of any deposits or payments made to the bus company.

Part 4: Guest Management

The following expectations apply to attendees of on-campus and off-campus Registered Social Events hosted by a fraternity or sorority.

- Types of Attendees/Guests:
  - **Chapter Member**: Member of the fraternity and/or sorority hosting the event
  - **WashU Student**: Any WashU student outside of the host chapter providing a current WUSTL ID
  - **Non-WashU Guest**: A non-WashU student who is 18 years or older, is accompanied by a member, and is NOT a “PF” (see below)
  - **“PF”**: A prospective freshman visiting WashU identifiable by the WU temporary ID they would show. PF’s are not permitted to attend ANY events with alcohol even if they are being “hosted” by a WashU student or chapter member.

- Guest lists:
  - May never exceed 300 non-chapter members, and 1 person may not have more than 3 guests for an invite event – so based on chapter size, not all chapters could even reach a guest list of 300
  - **There may never be more than 150 people in a chapter facility, or other on-campus location, at a time** (this number includes hosting chapter members). Even if the guest list is over 150, there still may never be more than 150 guests present at any given time.
  - For off-campus events, the sponsoring chapter is expected to communicate with the off-campus venue to know the venue’s maximum capacity of attendees for the allotted space. The number of attendees for the event, including the host chapter’s members, should never exceed the maximum capacity number of the venue.
All events requiring a guest list should have the list submitted to the Assistant Director for Fraternity/Sorority Life at least 48 hours before the event.

Guests list must be utilized to track attendance at each registered event and must be returned to Campus Life after each event.

If there is an event packet, a printed guest list will be provided by Campus Life in the packet. At the conclusion of the event, the marked guest list should be given to the hired security to put back in the event packet before it is returned.

If there is not an event packet, the guest list is due to the second floor Campus Life desk (DUC suite 270) by 12pm the next business day following the event (Friday for Thursday events; Monday for Friday/Saturday events).

- **Guests:**
  - Guests may **NEVER** bring alcohol into an event.
  - All guests must be accompanied by a chapter member.
  - One non-WashU guest per sponsoring chapter member is allowed. A non-WashU student guest, and their host, must sign the Guest Liability Waiver and return it to the Assistant Director for Fraternity/Sorority Life at least 24 hours prior to the event. The Guest Liability Waiver is available at: [https://campuslife.wustl.edu/group/campus-policies/](https://campuslife.wustl.edu/group/campus-policies/)
  - At events where guests are invited, sponsoring chapter members are responsible for the conduct of their guests.
  - Non-WashU guests must enter the event with their chapter member host.
  - Any guest’s misconduct could lead to referral to the Office of Student Conduct and Community Standards for the student, and the guest could be subject to prosecution off campus.

- **Identification**
  - Carding for proof of legal age must occur at the main entrance for events with alcohol. Fake identification will be confiscated, and the student risks a referral to the Office of Student Conduct and Community Standards and/or off-campus authorities and fines up to $500.
  - A security guard will be responsible for carding for proof of legal age, and affixing wristbands. For off-campus events with alcohol, venue staff may also card for proof of legal age.

**Part 5: Events with Alcohol**

This part of the Social Event Management policy is adopted for Fraternity/Sorority Life registered social events with alcohol hosted by recognized fraternities and sororities. It is the responsibility of all chapters to ensure their members are also following their chapter’s inter/national policies, Fraternal Information and Programming Group’s (FIPG) guidance (fipg.org), and Third Party Vendor regulations at all times during events. The following regulations will be in place for any and all Third Party Vendor events. Additionally, these expectations, along with Campus Life’s Venue Agreement for venues hosting student events with alcohol, apply to all off-campus events with alcohol.

**Section 1: ABIDING BY THE LAW AND INTER/NATIONAL ORGANIZATION POLICIES**

  A. Illegal possession, consumption, or distribution of alcohol will not be permitted
     i. All federal, state and local laws apply. Underage drinking is against federal and state laws.
ii. Individuals are responsible for and expected to follow all federal, state, and local laws, as well as campus and inter/national chapter policies.

Section 2: PERMITTED ALCOHOL USAGE

A. During a Third Party Vendor event, the vendor is permitted to serve the following types of alcohol to individuals of legal drinking age:
   i. Beer and wine are permitted
      a. Beer must be no higher than 5% ABV and served in containers no larger than 12 ounces
      b. Wine must be no higher than 12% ABV and served in containers no larger than 8 ounces
   ii. Hard alcohol, including but not limited to, grain alcohol, punches and mixed drinks are not permitted at events
   iii. Glass bottles are not permitted on campus and are discouraged at off-campus venues

B. At no time should any chapter purchase, transport, or distribute alcoholic beverages. These guidelines are in accordance with Campus Life’s Social Event Management Policy, each chapter’s inter/national policies, and the expectations of the Fraternal Information and Programming Group’s (FIPG) guidance. Chapters may not organize to provide alcohol for each of their members to bring in individually.

C. The use of common containers, such as kegs*, party balls, large containers of drinks, beer tubs, and trash cans of beer is strictly prohibited, as are handles, squeeze bottles, water bottles, beer bongs, and pitchers. **Guests should not bring in any sort of liquid container.**
   i. *A Third Party Vendor may serve from a keg

D. Shots, drinking games, or other activities that encourage high risk drinking behaviors are prohibited

E. Attendees may not share the alcohol they purchase with other guests or chapter members.

Section 3: ID AND EVENT CHECK-IN PROCEDURES

A. Upon arriving at the registered on- or off-campus social event with alcohol, guests’ identification will be checked by hired security staff member(s); venue staff may check IDs at off-campus events. Required identification consists of a Washington University identification card and a valid driver’s license or state/federal issued identification card. Only guests who are 21 years of age and over will be permitted to purchase and consume alcohol from the Third Party Vendor at the event. Identification card information must match guest list information, particularly date of birth.

B. Guests under 18 years of age, or prospective first-year students, regardless of their age, are not permitted at events where alcohol is present.

C. The line to enter the event should be in a well-lit area and well-organized by the sponsoring chapter’s Event Captain/Responsible Contacts

D. Individuals either under the age of 21 or 21 and over but not planning to purchase and consume alcohol from the Third Party Vendor will receive a wristband of a different color from those 21 and over who are planning to purchase and consume alcohol from the Third Party Vendor. Wristbands must be placed on the right wrist by hired security staff member(s), or venue staff if event is off campus.

E. For on-campus events, all members and guests whose IDs are checked and are 21-years of age or older and planning to purchase and consume alcohol from the Third Party Vendor, receive a wristband different in color from those not drinking.
Section 4: BAR PROCEDURES

A. Distribution of alcohol is only permitted only through a Third Party Vendor with a valid liquor license. For on-campus events with alcohol, the Third Party Vendor must have an approved Certificate of Insurance on file with Washington University. Appropriately credentialed third party server(s) must always be present – no chapter member or guest may serve alcohol; alcohol cannot be left unattended.

B. One central point of distribution must be designated to allow for proper identification. No other location, especially chapter members’ rooms (for on-campus events), can be used for the distribution of alcohol.

C. The Event Captain(s), Responsible Contacts and hired security staff are responsible for ensuring alcohol does not leave the event.

D. The selling of alcohol may not be a fundraiser for the sponsoring group. Bar nights on behalf of a group or as a fundraising effort are prohibited.

E. For on-campus events, the chapter member or guest must purchase the drink with their own personal funds. The licensed bartender only serves alcoholic beverages to members or guests who have wristbands indicating they are 21 years of age or older. Once the licensed bartender has determined that the member or guest is of legal drinking age, then the bartender takes the tab from their wristband in exchange for the drink. Lost tabs are the responsibility of the member or guest.

F. Bartenders may not distribute more than one drink at a time.

G. Bartenders must not distribute alcohol to anyone under the legal drinking age.

H. Bartenders must not have consumed any alcohol or other impairing substances.

I. Bartenders must not serve anyone who is intoxicated, or impaired by other substances.

Section 5: FOCUS AND PUBLICITY

A. Alcohol may not be the main focus of any event. Alcohol may not be mentioned on publicity for the event.

B. The event should be in compliance with all inter/national organizational policies. Events open to the general public and/or advertised off campus are not permitted to include alcohol as part of their event.

Section 6: ADDITIONAL REQUIREMENTS

A. For mixers, whenever the inter/national bylaws of the co-sponsoring chapters permit it, both chapters should contribute equally to the cost of the hired security and Third Party Vendor service.

B. For on-campus events, alcohol may only be distributed and consumed in common spaces. It may never be distributed or consumed in living quarters.

C. Alcohol is prohibited at all recruitment and new member events.

D. The host chapter(s) must have food and equally-attractive non-alcoholic beverages that will be presented in one visible and easily accessible location.
   i. Food and non-alcoholic beverages must be present in quantities to allow all attendees choosing to drink to do so responsibly. Breads, meats, cheeses, vegetables, cookies, subs, pizzas, brownies, fruits, and dips are considered appropriate foods. Chapters should avoid salty foods, as these types of foods often encourage higher levels of beverage consumption.
   ii. For example, one method of providing adequate drinks is to provide enough cups for all guests and provide access to the soda machine (if applicable).

E. Alcohol distribution must cease at least 30 minutes prior to the end of the event.

F. No alcohol may be consumed outside the event's physical boundaries.
G. If a member or guest becomes ill or sick, whether alcohol related or not, the chapter should take all reasonable efforts to provide help and to call EST for assistance (314-935-5555) on-campus; and 911 off-campus.

Section 7: INTER/NATIONAL ORGANIZATION EXPECTATIONS

Campus Life’s FSL Social Event Management policy is separate from but complements the policies of each individual inter/national fraternity and sorority recognized by Washington University in St. Louis. These organizations also set forth standards governing the conduct of their chapters and their individual members. All members of the WUSTL fraternity and sorority community are expected to abide by the Campus Life FSL Social Event Management policy and the alcohol policy of their individual organization, or any organization of whom they may be a guest, as well as all federal, state, and local civil and criminal laws, regulations and ordinances. If a University policy expectation is more stringent than an inter/national organization policy expectation, the University provisions shall apply; if a inter/national organization policy expectation is more stringent than the University’s policy, the chapter is still expected to follow its inter/national organization’s expectations.

The following table outlines the inter/national office expectations of Washington University recognized IFC Fraternities and WPA Sororities:

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Third Party Vendor allowed?</th>
<th>Additional Guidance</th>
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</thead>
<tbody>
<tr>
<td>Alpha Delta Phi</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Alpha Epsilon Phi</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Alpha Epsilon Pi</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Alpha Omicron Pi</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Alpha Phi</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Beta Theta Pi</td>
<td>Yes Chapter may host up to 6 events with alcohol in their house during a calendar year. However, these events must be planned with alumni or advisors. The chapter cannot host an event with alcohol in the house without this alumni/advisor collaboration.</td>
<td></td>
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<tr>
<td>Chi Omega</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Delta Gamma</td>
<td>Yes Person serving alcohol must be a non-member age 25+ for BYOB; chapter must submit BYOB waiver to HQ confirming that campus policy allows BYOB.</td>
<td></td>
</tr>
<tr>
<td>Gamma Phi Beta</td>
<td>Yes Chapters may not attend co-sponsored events in a men's fraternity facility unless the event is alcohol free or the chapter has received a BYOB Event Location Waiver to attend pursuant to the BYOB provisions of the Gamma Phi Beta Alcohol Guidelines. A BYOB Event Location Waiver may be granted for an academic year and may be renewed annually.</td>
<td></td>
</tr>
<tr>
<td>Kappa Delta</td>
<td>Yes No alcohol at events in fraternity houses.</td>
<td></td>
</tr>
<tr>
<td>Kappa Kappa Gamma</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Kappa Sigma</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Pi Beta Phi</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Sigma Alpha Epsilon</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>
Fraternity/Sorority Life Social Event Management Policy – Fall 2018

<table>
<thead>
<tr>
<th>Fraternity/Sorority</th>
<th>Social Event Management Policy for Fall 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sigma Chi</td>
<td>Yes</td>
</tr>
<tr>
<td>Sigma Nu</td>
<td>Yes</td>
</tr>
<tr>
<td>Sigma Phi Epsilon</td>
<td>Yes (must be out of house)</td>
</tr>
<tr>
<td>No alcohol is allowed in fraternity chapter house</td>
<td></td>
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<tr>
<td>Tau Kappa Epsilon</td>
<td>Yes</td>
</tr>
<tr>
<td>Theta Xi</td>
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<tr>
<td>Zeta Beta Tau</td>
<td>Yes</td>
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</tbody>
</table>

Part 6: Risk Management

Section 1: Event Captains and Responsible Contacts

Event Captains are designated chapter members for each registered event that provide leadership for that event’s Responsible Contact team and risk management practices; Event Captains and Responsible Contacts must be sober for the entire registered event. The Event Captain adds a level of accountability and leadership to the chapter's team of Responsible Contacts helping to implement and manage risk at an event. Operating under the leadership of the Event Captain(s), Responsible Contacts are chapter members who monitor risk management during registered events, ensure policies are being followed, and intervene to assist in situations where members or guests are in need of support, including calling EST or 911. Event Captains and Responsible Contacts must call EST or 911 if directed to do so by a hired security staff member. When unwanted touching, aggressive behavior, or sexual harassment is observed by an Event Captain or Responsible Contact, they should enact one of the “3Ds” of bystander intervention, if they feel safe doing so:

1. **Direct:** This approach just means you are directly interacting with the people involved in the situation and addressing that you are concerned. It may be a confrontation “Hey – what are you doing?”, or it may just be checking in with a friend “Are you OK?”. Direct can be checking in with the person doing the harmful behavior or the person whose safety you’re concerned for.

2. **Distract:** This approach’s focus is diversion. If you see a situation and can think of a way to divert the attention of the people in the situation, distract is a good option. Sometimes all a situation needs in order to diffuse is a diversion.

3. **Delegate:** When you recognize a harmful situation and you may be uncomfortable saying something yourself or you feel like someone else is better suited to handle it (i.e., a friend, police, bartender, security guard), delegate is a good option. Here you are asking someone else to help in the situation. This approach also makes someone else aware of what is going on and that something needs to be done.

Each chapter must have 3-7 Event Captains. All Event Captains must complete a comprehensive training program through Campus Life. Event Captains can be executive board members or general members; new/uninitiated members may not be Event Captains OR Responsible Contacts. As detailed in this policy, the number of required Event Captains and Responsible Contacts will vary by event type.

Each week, Event Captains and Responsible Contacts will receive an email from Campus Life staff reminding them of their upcoming registered social event and responsibilities as an Event Captain or Responsible Contact. If the event is a mixer between two chapters, the Event Captains and Responsible Contacts from both organizations will be included on this email. It is expected that the Event Captains for the two chapters coordinate a meeting between themselves and all Responsible Contacts 30 minutes prior to the mixer. The purpose of the meeting will be to make introductions, establish expectations for working together to create a safe environment, and discuss each person’s responsibilities for the event.
For each event, the Event Captain will wear a designated swag item in order to be recognizable in their leadership position.

**Section 2: Hired Security**

Event packets will be utilized only when hired security is involved with the event. The security company will pick up and drop off the event packet from the WUPD station on campus. If the event is one with alcohol, separate colored/patterned wrist bands for attendees over and under 21 years of age will be in the packet and distributed, either by hired security or the off-campus venue (if off-campus, ideally the venue will be checking IDs). For on-campus events with alcohol, hired security will also oversee the distribution of drink tickets to those who are 21 and over, and opting to drink.

All Event Captains and Responsible Contacts must meet hired security 30 minutes before event (or 30 minutes before buses leave if the event is off campus). Following the event, and prior to returning the event packet to WUPD, hired security must complete the paper event evaluation form that comes with the event packet. By the Monday following each event with hired security, the social chair of the chapter must complete and submit the following online evaluation form: tinyurl.com/wuFSLsecurity

**Section 3: Washington University Police Department**

Washington University Police Department (WUPD) will play a key role in the support and monitoring of on-campus events. This will include enforcing policy at these events, at times shutting them down and reporting the incident to Campus Life if policy is violated. WUPD will complete a CAD or formal police report to document any concerns or notable incidents at an event. WUPD will send these detailed CADs or formal police reports to Campus Life staff.

**NOTE:** If it should become necessary to alter or end an event for any reason (as determined by the hosting chapter or WUPD), it is the responsibility of the Hired Security, Event Captains and Responsible Contacts to bring the event to a peaceful conclusion. All fraternity members are permitted to return to the student resident areas.

**Section 4: On-Campus Risk Management Expectations**

- Event Captain expectations:
  - Ensure meeting occurs with Responsible Contacts and hired security 30 minutes prior to registered event. When registered event is a mixer, this meeting should also include the Event Captain and Responsible Contacts from the co-sponsoring chapter.
  - Oversee Responsible Contacts and hold them accountable to Social Event Management policies and risk management expectations; **Event Captains and Responsible Contacts MUST be sober and present for the entire registered event**
  - Ensure that no hard alcohol is present
  - Enact an intervention in circumstances where policy is being violated or safety is being compromised
    - Examples of policy violations include: guests attending who are not on the event guest list; hard alcohol being served or consumed; alcohol at a registered dry event; someone trying to withhold medical support from a student in need
  - Support guests in feeling safe and staying connected to students they know at the event
  - Ensure that the house is well lit, that bathrooms are accessible, and that water, food and other non-alcohol beverages are made available to guests
  - **Always call EST for chapter members or guests in need – if in doubt on whether the call should be made, Event Captains are to make the call**
Serve as the event’s primary point of contact with WUPD, Campus Life staff, and hired security. During the event, it is expected to have at least one check in with the WUPD officer assigned to Fraternity/Sorority Life social events for that day or night.

Ensure that mixers or other registered social events do not turn into “open” events.

- Responsible Contact expectations:
  - Responsible Contacts will be divided into three primary groups, which are detailed below. General responsibilities of ALL Responsible Contacts include: attending the meeting 30 minutes prior to the registered event with hired security, and members of the co-sponsoring organization if the event is a mixer; supporting guests in feeling safe and staying connected to students they know at the event; intervening in situations where policy is being violated or safety is being compromised; ensure that the house is well lit, that bathrooms are accessible, and that water, food and other non-alcohol beverages are made available to guests.

1. Entry Door
   - Support hired security in ensuring that only students on the guest list are allowed to enter
   - Ensure that the entry area is well lit, and that the line into the house/space is well organized
   - Support hired security in ensuring that students in line to get into the house/space do not enter if they are disruptive or intoxicated. If intoxicated, ensure students get the support they need to safely leave the house/space; **this includes always calling EST as needed – if in doubt on whether the call should be made, Responsible Contacts are to make the call**

2. Point of Alcohol Distribution (for registered events with alcohol only)
   - Monitor the integrity of the alcohol distribution process by ensuring students are not giving drink tickets away
   - Monitor for students under 21 drinking alcohol
   - Ensure hard alcohol is not present
   - Assist hired bartender if help with the line for alcohol is requested
   - Under no circumstances is a student to aid in the serving of alcohol

3. Floater
   - Ensure that students are not entering or exiting registered event out of doors other than the one designated entry door (this includes basement level doors that lead to shared areas between houses)
   - Monitor for members and guests who are intoxicated and need support; **this includes always calling EST as needed – if in doubt on whether the call should be made, Responsible Contacts are to make the call**
   - Monitor for members and guests who are behaving in a disruptive or aggressive manner, and intervene in a way that feel safe

- Hired Security expectations:
Event with Alcohol – 3 guards

- 2 at the door to check IDs and assist with check in processes; 1 guard at the door should coordinate with the floater guard to frequently monitor the designated point of alcohol distribution.
- 1 floater to ensure only one point of entry to the house/space, one point of alcohol distribution, and assist Event Captain/Responsible Contacts with managing risk; the floater should coordinate with one of the guards at the door to frequently monitor the designated point of alcohol distribution.
- Monitor stairs for unsafe situations and that guests are not going up to members’ rooms
- If a BYOB event, assist with taking alcohol from students as they check in, and deliver alcohol to point of distribution

Event without Alcohol – 1 guard

- Assist with guest management at the door, and assist in regulating the expectation of no alcohol – meaning that no one brings alcohol into the event, and that no alcohol is provided at any point during the event.
- If a hired security guard is concerned with a behavior, they should first communicate with the Event Captain to address the situation. In the event that coordinating with the Event Captain or Responsible Contacts does not stop the issue, the hired security guard should contact WUPD, 314-935-5555.

WUPD expectations:

- Monitor Upper and Lower Row to ensure that registered social events are the only events happening in houses. If an unregistered event is discovered, shut down immediately without warning or second chance, support safe exit of guests, and inform Campus Life staff.
- Monitor registered social events to ensure they are not becoming “open” parties. If an “open” party is discovered, shut down immediately without warning or second chance, support safe exit of guests, and inform Campus Life staff.
- If hard alcohol, community alcohol, or multi gallon distribution is discovered at a house or social event (registered or unregistered), shut down immediately without warning or second chance, support safe exit of guests, and inform Campus Life staff.
- Check in with each registered event’s Event Captain during the course of their event to ensure they have the support they need. Ensure that Event Captain is sober, and if not, shut down event immediately without warning or second chance, support safe exit of guests, and inform Campus Life staff.

Section 5: Off-Campus Risk Management Expectations

- Event Captains expectations:

  - Ensure meeting occurs with Responsible Contacts and hired security 30 minutes prior to buses departing. When registered event is a mixer, this meeting should also include the Event Captain and Responsible Contacts from the co-sponsoring chapter
  - Oversee Responsible Contacts and hold them accountable to Social Event Management policies and risk management expectations; Event Captains and Responsible Contacts MUST be sober and present for the entire registered event
  - Ensure that no hard alcohol is present. This includes seeking support from hired security to address the venue’s bar staff if they are serving hard alcohol
Enact an intervention in circumstances where policy is being violated or safety is being compromised

- Examples of policy violations include: guests attending who are not on the event guest list; hard alcohol being served or consumed; alcohol at a registered dry event; someone trying to withhold medical support from a student in need

- Support guests in feeling safe and staying connected to students they know at the event

- Work with venue staff to ensure that the venue is well lit, that bathrooms are accessible, and that water, food and other non-alcohol beverages are made available to guests

- Always enlist the assistance of hired security or call 911 for chapter members or guests in need of support or medical attention – if in doubt on whether the call should be made, Event Captains are to make the call

- Serve as the event’s primary point of contact with venue staff, Campus Life Staff, and hired security

- Support hired security in monitoring for intoxicated students getting on bus to event. Work with hired security and Responsible Contacts to ensure that intoxicated students do not attend the registered event, and receive the support they need on campus, such as calling EST.

Responsible Contact expectations:

- Responsible Contacts will be divided into three primary groups, which are detailed below. General responsibilities of ALL Responsible Contacts include: attending the meeting with hired security 30 minutes prior to buses departing -- members of the co-sponsoring organization should attend this meeting if the event is a mixer; supporting guests in feeling safe and staying connected to students they know at the event; intervening in situations where policy is being violated or safety is being compromised; ensure that the venue is well lit, that bathrooms are accessible, and that water, food and other non-alcohol beverages are made available to guests

1. Entry Door
   - Support hired security or venue staff in ensuring that only students on the guest list are allowed to enter
   - Ensure that the entry area is well lit, and that the line into the venue is well organized
   - Support hired security in ensuring that students in line to get into the venue do not enter if they are disruptive or intoxicated. If intoxicated, ensure students get the support they need to safely leave the venue; this includes calling 911 as needed – if in doubt on whether the call should be made, Responsible Contacts are to make the call

2. Point of Alcohol Distribution
   - Monitor the integrity of the alcohol distribution process by ensuring students are not giving drink tickets away
   - Monitor for students under 21 drinking alcohol
   - Ensure hard alcohol is not present
   - Assist bartender if help with the line for alcohol is requested
   - Under no circumstances is a student to aid in the serving of alcohol

3. Floater
• Ensure the students are not entering or exiting registered event out of doors other than the one designated entry door
• Monitor for members and guests who are intoxicated and need support – this includes calling 911 – if in doubt on whether the call should be made, Responsible Contacts are to make the call
• Monitor for members and guests who are behaving in a disruptive or aggressive manner, and intervene in a way that feels safe

• Hired Security expectations:
  o Event with Alcohol:
    • 2 guards at entrance to apply wristbands and check IDs if needed (ideally venue will check IDs)
    • 1 guard at each alcohol distribution point (should only be 1 distribution point); ensure no hard alcohol is being served – beer and wine only
    • 1 guard for every 100 attendees to rove and provide relief to other guards
    • 1 guard for each bus (if buses are only making one trip to venue and from venue, we can use those guards as the rovers. If buses are shuttling they have to stay with bus)
  o Event without Alcohol – Consult with Campus Life staff overseeing event registration to determine what guard staffing may be needed
  o If a hired security guard is concerned with a behavior, they should first communicate with the Event Captain to address the situation. In the event that coordinating with the Event Captain or Responsible Contacts does not stop the issue, the hired security guard should contact staff at the off-campus venue.
  o Monitor for intoxicated students getting on bus to event. Work with Event Captain to ensure that intoxicated students do not attend the registered event, and receive the support they need on campus.

Section 6: Role of Campus Life staff holding the FSL Duty Phone

• At any point in time Thursday-Saturday during the evenings while registered social events are occurring, the Campus Life staff member holding the duty phone may stop by campus and check in on how events are proceeding. While on campus, points of contact for the Campus Life staff member should be the WUPD liaison to FSL events for the night, and Event Captains for chapters with registered events.
• If there is any issue with closing down an event (per above guidance in this document), WUPD may call the FSL Duty phone to request support from CL staff member, who can contact chapter leadership if it is helpful to the situation.
• If WUPD has a question on whether or not an event should be shut down, they will consult with the Campus Life staff member holding the duty phone.
• Chapter leadership should call the FSL duty phone if the following conditions are present at the event (rely on the “HHEALS” acronym):
  o Physical Harm: hospital transports or serious injury
  o Mental Health: only fraternity house managers call for these incidents
  o Event Closing: event has been closed down to do policy or safety reasons
  o Alarm: the fire alarm has gone off in an on-campus facility
  o Lockout: a member is locked out of their room
  o Structural Damage: significant and urgent damage to an on-campus facility (e.g., flooding, burst pipe)
Section 7: Ending an On-Campus Event

All music should be shut off either at 1:15am or fifteen minutes prior to the scheduled ending time if event ends before 1:30am. At that time, the Event Captain(s), Responsible Contacts, and hired security guards will begin telling guests the event has concluded and mobilize everyone toward to the door. For registered mixers, all chapters’ Event Captains and Responsible Contacts must participate in this process. As guests are departing, every effort should be made to ensure that guests get home safely. Departing guests are never obligated to leave the event with a member of the hosting organization(s). All guests should be off chapter premises/out of event space no later than 1:45am. The Event Captain(s) and Responsible Contacts should make several rounds through the building to ensure all guests have departed, and that the building is secure for the evening.

The following progression is to occur for on-campus events:

11:45pm: If outdoor amplification has been approved by Campus Life staff, Event Captain(s) should notify Responsible Contacts that all outdoor amplification should be moved indoors by 12:00am.

1:15am: Event Captain should notify Responsible Contacts at 1:15am (or fifteen minutes prior to the scheduled ending time) that all indoor music should end within 15 minutes.

1:30am: Responsible Contacts should ensure that all music is off

1:30am: Event Captain(s), Responsible Contacts, and Security Guards will respectfully usher all guests to the main exit.

1:45am: Event Captain(s) and Responsible Contacts will have completed their walk of the entire chapter facility/event space to ensure that all guests have departed safely.

The exterior area of the location where an event takes place must be free from any evidence to suggest an event took place there by 8:00am on the day immediately following the event. If not, the chapter may face disciplinary action. All trash is to be taken to dumpsters.

Part 7: Medical Amnesty

Student safety and risk management are priorities of paramount concern. To support these priorities, the University’s Medical Amnesty protocol applies to fraternity and sorority chapters as organizations, and is implemented in the following way:

If a member or guest is in need of medical support at an on-campus chapter event, it is imperative that the chapter take the initiative to call EST immediately.

With the exception of the below detailed infractions, when a chapter member calls EST for a student in need, violations that may result from the incident will not count towards the chapter’s status in relation to social, housing or chapter probation. This amnesty applies for the first two incidents in a semester where EST is called by a chapter member, and the chapter violated policy during the incident. Following each of these incidents, the follow up intervention done with the chapter would be solely educational in nature (i.e., no fines or steps towards social, housing or chapter probation). In the event that there is a third incident in which EST has been called, and policy was again violated, the chapter at that point has clearly demonstrated a pattern of high-risk behavior. As a result, the chapter would then be subject to punitive sanctions such as social, housing, or chapter probation and/or a monetary fine.
Medical Amnesty does not apply in cases where chapters eligible for protection from conduct sanctions commit violations characterized by the following:

- Causing physical harm
- Sexual assault or violence
- Property damage
- Distribution of drugs
- Hazing
- Other criminal activity

For reference, below is Washington University’s full Medical Amnesty and Active Bystander Protocol.

Washington University in St. Louis
Office of the Vice Chancellor for Student Affairs

Purpose
Washington University in St. Louis holds the safety and well-being of its students as essential to its mission. The University recognizes that, in alcohol related emergencies, the potential for University disciplinary action could act as a barrier to students who want to seek medical assistance for themselves or others. The Medical Amnesty and Active Bystander Protocol is designed to encourage students to seek medical care in an alcohol related emergency by reducing the potential barrier of University disciplinary consequences in certain circumstances.

Protocol
Subject to the other provisions of this protocol and unless the University determines there are special circumstances, when a student seeks aid for an individual experiencing an alcohol-related emergency by contacting emergency services, such as the Emergency Support Team (EST), the patient and the individual(s) reporting the emergency will not be subject to disciplinary action in the form of University student conduct sanctions for the presence, possession, or use of alcohol.

However, in all incidents involving an alcohol related emergency, the student may be subject to University student conduct sanctions for any other violation of the code of conduct.

Further, the student will be required to attend a wellness follow-up meeting with a University official and may be subject to mandatory wellness measures to further support that student. These wellness measures are not punitive; they are educational and intended to help the student.

If an organization, such as a student group or a fraternity or sorority, is involved and representatives or members of that organization call on behalf of a distressed student, that organization will be exempt from University disciplinary action, barring repeat offenses or other violations described below.

If a Washington University Police Department officer, Residential Life staff member, or other University official responds to an alcohol related emergency, they will first seek medical care for the patient before documenting any other information related to the incident. Throughout the entire incident, the patient’s prompt assessment, treatment, and transport to an appropriate medical facility will remain the priority.

An individual student or student organization that repeatedly contacts or is treated by emergency services, including EST, for alcohol-related emergencies may prompt further action from the University, and Medical Amnesty may not be extended.
Medical Amnesty applies both on and off campus. Students should note that this Medical Amnesty Protocol does not govern the response of local law enforcement agencies, including their response to emergency incidents or pursuit of criminal charges.

Medical Amnesty does not apply in cases where any student or student group eligible for protection from student conduct sanctions commits other violations, including but not limited to:

- Causing physical harm
- Sexual assault or violence
- Property damage
- Distribution of drugs
- Hazing
- Other criminal activity

Effective: May 11, 2015 Protocol adapted from similar guidelines at Georgetown University.

Part 8: Fire and Electrical Rules

For all on-campus events, the following form must be signed by the hosting organization(s)' social chair(s) and house manager (when the event is held in an on-campus chapter facility). The form must be attached to the chapter’s WUGO Registration Form.

Fraternities and sororities will follow precautions listed in the Social Event Fire & Electrical Rules to ensure your group’s safety, the safety of guests and University property.

Fire Rules:

(1) Smoking WILL NOT be permitted in the building per University policy.
(2) Open flames, (candles, and incenses) fireworks, lanterns or bottled gas (including propane) WILL NOT be allowed.
(3) Oil-based paints, stains and any flammable spray material WILL NOT be used. This includes foam materials in pressurized cans.
(4) Decorations and furnishings of an explosive or highly flammable character WILL NOT be used.
   a) Decorations and furnishings fire-retardant coatings shall be maintained so as to retain effectiveness under actual use.
   b) Curtains, draperies, hangings and other decorative materials suspended from walls or ceilings shall be flame resistant and have paperwork showing fire retardation rating. Paperwork to show retardation must be submitted to the Assistant Director of Fraternity/Sorority Life with submission of this form.
   c) Failure to submit paperwork may result in building closure until the material is proven to be fire-retardant or removed if not. In addition, it may be necessary to pass a physical fireproof inspection conducted by the University Environmental Health & Safety Office or the Clayton Fire Marshall.
   d) Even though the buildings are sprinkled, decorations must be fire resistant. Decorations are recommended to not cover more than 10% of the walls. If the event has more than 10% of the walls covered, the Assistant Director for Fraternity/Sorority Life needs to be informed at the time of submission of the is form and approve the exception.
e) Following are examples of materials that are prohibited from use: Straw, trees, branches, muslin, garbage bags, paper-mache products, plastic products and any tenting material that is not accompanied by paperwork showing fire retardation rating.

(5) Decorations and furnishings will only be allowed in “common” areas of the building and not individual living quarters.

(6) Decorations and furnishings WILL NOT be allowed in any exit/access corridor or stairway, nor will they obstruct the visibility thereof.

(7) Decorations and furnishings WILL NOT obstruct any exit/access door to the building (interior or exterior).

(8) Decoration and furnishings WILL NOT cover or block any exit/egress doors, lights, exit-light, fire extinguisher, fire alarm pull stations, smoke detector or sprinkler head.

(9) Ceiling tiles WILL NOT be removed, penetrated or altered from their original position on the ceiling.

(10) Smoke making or producing machines WILL NOT be used in the building.

(11) Automatic Sprinkler systems or their sprinkler heads WILL NOT be covered, used to hang items from, or tampered with in any manner so that they will not activate or work properly in the event of a fire.

(12) Fire Alarm Pull Stations and Detection systems WILL NOT be tampered with, disarmed, or disabled so that they will not activate in the event of fire or smoke.

(13) Smoke Detection systems WILL NOT be tampered with, disarmed, or disabled so that they will not activate in the event of smoke in the building.

(14) Fire rated doors in the building will not be held or propped open in any fashion that will not allow them to close automatically in the event of a fire.

(15) Occupancy of events on campus is 150 guests, including membership of the hosting organization.

Electrical Rules:

(1) Industrial 3-pronged extension cords MAY BE USED TEMPORARILY (the event only) on the interior or exterior of the building. Power strips with surge protection are recommended for indoor use only. Extension cords must have the proper wire gauge to carry the amperage load. Ground fault interrupter should be used.

(2) If additional lighting is to be used during a party it must be installed by either University Maintenance or a contracted and certified electrician. A document to show who installed the wiring must be available at the site of the social event.

(3) Lights and emergency lighting WILL NOT be replaced with blue or black lights.

I HAVE READ, UNDERSTAND AND WILL ENSURE COMPLIANCE WITH THE SOCIAL EVENT FIRE & ELECTRICAL RULES.

CHAPTER: ________________ DATE OF EVENT: ________________

SOCIAL CHAIR (2 if event is a mixer) ________________ DATE: ________________
_________________________________ DATE: ________________

HOUSE MANAGER (If the event is in a chapter facility) ________________ DATE: ________________

Updated 1/7/15