

Α Β Γ Δ Ε Ζ Η Θ Ι Κ Λ Μ Ν Ξ Ο Π Ρ Σ Τ Υ Φ Χ Ψ Ω

# FRATERNITY & SORORITY LIFE

SOCIAL EVENTS  
2017 HANDBOOK: SECTION 4

OFFICE OF RESIDENTIAL LIFE | FRATERNITY & SORORITY LIFE  
Α Β Γ Δ Ε Ζ Η Θ Ι Κ Λ Μ Ν Ξ Ο Π Ρ Σ Τ Υ Φ Χ Ψ Ω

# **Table of Contents for the Social Events Handbook**

## **SOCIAL EVENTS POLICY**

- I. CHAPTER EVENT DEFINED
- II. RESPONSIBILITY AS A SPONSOR/CO-SPONSOR OF AN EVENT
- III. TYPES OF CHAPTER EVENTS
- IV. OFF CAMPUS EVENTS
- V. STATEMENT ON SPONTANEOUS CELEBRATION
- VI. STATEMENT ON AFTER PARTIES
- VII. STATEMENT ON CHAPTERS RESIDING IN EAST CAMPUS & OTHER RESIDENCE HALLS
- VII. MAINTENANCE OF FILES AND GOOD STANDING

## **POLICIES REGARDING EVENTS WITH ALCOHOL**

- I. ESSENTIAL POLICIES FOR THE COLUMBIA COMMUNITY: POLICY ON ALCOHOL AND DRUGS
- II. THE GUIDE TO LIVING-ALCOHOL
- III. FRATERNITY & SORORITY LIFE POLICY ON ALCOHOL AND DRUGS
- IV. NATIONAL PANHELLENIC CONFERENCE-ALCOHOL RESOLUTION

## **REQUIRED PROCEDURES FOR REGISTERING CHAPTER EVENTS**

- I. REGISTRATION & FORMS
- II. APPROVAL & NOTIFICATION
- III. GUIDELINES FOR HOSTING SOCIAL EVENTS IN FRATERNITY HOUSES

## **POLICES REGARDING EVENT MANAGEMENT**

- I. PUBLICIZING YOUR EVENT
- II. EVENT LOCATION
- III. HOSTING A SUCCESSFUL EVENT

# SOCIAL EVENTS POLICY

This policy governs all recognized organizations that fall within the Recognition Policy of Residential Life-Fraternity & Sorority Life. The Social Events Policy includes policies of Columbia University, Undergraduate Student Life, Student Services, and Risk Management Policies of the Fraternity Information and Programming Group (FIGP). These policies complement those of the national organizations. **Where policies conflict, the most conservative will take precedence decided by the University and the national headquarters.**

The Office of Fraternity & Sorority Life reserves the right to change, modify, add, or remove all or part of this Social Events Policy at its sole discretion. These guidelines include the provisions, which follow and shall apply to all fraternity/sorority entities and all levels of fraternal membership. The Office of Fraternity & Sorority Life can provide helpful insights into the social events policies and procedures.

**PLEASE NOTE THAT SOCIAL EVENTS ARE PROHIBITED PRIOR TO THE FIRST DAY OF CLASSES AND AFTER THE LAST DAY OF CLASSES. SUMMER SOCIAL EVENTS ARE PROHIBITED.**

## I. CHAPTER EVENT DEFINED

For the purposes of defining a Chapter Event, an activity shall be deemed to be a chapter event if a reasonable person examining the totality of the event would conclude that it was related to the chapter. Any event or situation sponsored or endorsed by the chapter, or any event an observer would associate with the fraternity. If it looks like a chapter event, even if it does not involve a majority or even a significant minority of members, it is a chapter event.

Chapter events may include, but are not limited to, meetings, ceremonies, retreats, banquets, conferences, conventions, pledge activities, social functions, fundraisers, and community service projects. Factors to be used in making a determination of whether activities are related to the chapter include: the nature and purpose of the event, the involvement of the chapter in planning, organizing, promoting and/or financing the event, the location of the event, who was invited to the event, and who was in attendance.

## II. RESPONSIBILITY AS A SPONSOR/CO-SPONSOR OF AN EVENT

Fraternities & Sororities are responsible for abiding by all social event policies of the university including but not limited to: Fact Files, Lerner Hall, the National Organization, and Residential Life- Fraternity & Sorority Life. Organizations should review national guidelines for social event requirements not stated in this document.

When your chapter decides to sponsor/co-sponsor an event with alcohol, you assume several responsibilities for the safety and welfare of your members and guests. Some courts have determined that once inside, even an uninvited person becomes your responsibility. Chapters must establish and adopt social event policies and procedures that conform with university and national policy in order to protect themselves from legal action and liability.

## III. TYPES OF CHAPTER EVENTS

If a planned event does not easily fit into one of the descriptions below, discuss the event with the Associate Director for Fraternity & Sorority Life. **These policies are for on-campus and off-campus events, including the brownstones and East Campus Townhouses.**

- A. Brotherhood/Sisterhood:** A brotherhood/sisterhood event is defined as an event for specifically for members of the chapter. Restricted to active members only
- B. Invitation Party:** An invitation party is defined as any event or function where alcohol is served. This is what one would traditionally refer to as a “party.” However, formals, date auctions, and other such events are also included under this section. This event is restricted to members, chapter alumni/ae and invited guests where the number of alumni/ae and/or guests exceeds the number of chapter members. Any alumni/ae or guest must be on a guest list with the total number of invited guests in attendance to these functions being the lesser of the following:
  - 1. The chapter members and no more than 3 guests per member or,
  - 2. The occupancy limit established by the Columbia University Fire Marshall

- C. Alcohol-Free Event:** An alcohol-free event is any social, cultural, or educational program or event where alcohol will not be served. To implement programming that is alcohol-free, chapters can work with their chapter advisors and should follow [UEM Guidelines](#). Restricted to members, chapter alumni/ae and invited guests where the number of alumni/ae and/or guests exceeds the number of chapter members. Any alumni/ae or guest must be on a guest list with the total number of invited guests in attendance to these functions being the lesser of the following:
1. The chapter members and no more than 3 guests per member or,
  2. The occupancy limit established by the Columbia University Fire Marshall
- D. Inter-Chapter Mixer:** An inter-chapter mixer, commonly referred to as a “mixer” is an event or party between two chapters. A mixer is restricted to the members of two fraternal organizations, with a combined membership not to exceed 150, with no additional guests allowed.

**Recruitment Events:** activities held during the recruitment or intake periods or activities held at any time where the primary purpose is membership recruitment. No alcoholic beverages can be present at recruitment events, regardless of location.

#### **IV. OFF CAMPUS EVENTS**

Chapter events held off campus must be registered with the Office of Residential Life- Fraternity & Sorority Life. Additional paperwork distributed by the Office of Fraternity & Sorority Life is required. Off-campus events are defined as any activity that occurs off university property. Failure to register off-campus events may result in disciplinary action.

#### **V. STATEMENT ON SPONTANEOUS CELEBRATION**

When there is cause for an extraordinary spontaneous celebration such as sports victories, a World Series Championship, a snowfall, or any other reason(s), it should not take place on 114<sup>th</sup> or 113<sup>th</sup> streets. Individual chapters are responsible for keeping their members celebrations off of 114<sup>th</sup> and 113<sup>th</sup> streets. Chapter leaders may enlist support from Public Safety and the Residential Life on-call team. Chapter leaders may work with their advisors to determine alternate potential locations for such events.

#### **VI. STATEMENT ON AFTER PARTIES**

Any activity occurring in, behind, or in front of a chapter residence past the scheduled end time of an event is prohibited. After an event all activity must cease and the chapter residence cleared of all non-residents. Residents lingering and causing any disturbance past the scheduled end time will face disciplinary action as well as action from the chapter standards board.

#### **VII. STATEMENT ON CHAPTERS RESIDING IN EAST CAMPUS & OTHER RESIDENCE HALLS**

Chapters assigned to EC Townhouses are prohibited from hosting any type of social event in residence. Chapters not specifically assigned a townhouse by Residential Life- Fraternity & Sorority Life, but whose members choose to reside together in a Residence Hall are prohibited from hosting chapter events (see definition). Chapters are subject to all policies stated in the Guide to Living and Fraternity & Sorority Life. As part of the residence hall community, chapters are expected to be respectful and contributing members to the community. Residential Life staff may address violation of policy at any time. Violation of policy may result in individual and chapter disciplinary action.

Organizations with designated housing in East Campus are held to the expectations in the Guide to Living, as well as the Fraternity & Sorority Life policies. The individuals who occupy these suites share the same expectations as all other residents in East Campus, including responsible hosting. Students who allegedly violate policies may be subject to Dean’s Discipline. Violations of Fraternity & Sorority Life policies will be addressed, concurrently if applicable, through the IGC J- Board.

Organizations with a brownstone are held to the expectations of the Guide to Living, as well as the Fraternity & Sorority Life policies. Allegations of policy violations will be referred to the J- Board for review. In the event that there is a clear individual who violated policy, they may separately be subject to Dean’s Discipline. If through the investigation and adjudication process of an organization, the J-Board believes there are individuals who violated

policy separate and apart from the organization, the Associate Director of Fraternity & Sorority Life may make recommendations to refer individuals to Dean's Discipline or an internal honor board where one exists.

## **VII. MAINTENANCE OF FILES AND GOOD STANDING**

All required paperwork and mandatory trainings must be on file and up-to-date. Missing or late trainings and/or documents may result in a loss of all social privileges. A chapter is prohibited from registering ANY events until all documents are up-to-date. Notification of permanent suspension of social privileges will be shared with the J-Board and appropriate governing council(s).

## **POLICIES REGARDING EVENTS WITH ALCOHOL**

Below is an abbreviated version of policies regarding alcohol. As a member of the undergraduate community each student is responsible for becoming familiar with the full policies outlined in Essential Policies and in the Guide to Living.

### **I. ESSENTIAL POLICIES FOR THE COLUMBIA COMMUNITY: POLICY ON ALCOHOL AND DRUGS**

The complete policy can be found at: <http://www.essential-policies.columbia.edu/policies-alcohol-and-drugs>

#### **A. LEGAL REQUIREMENTS**

New York State law provides that:

1. Alcoholic beverages shall not be provided under any circumstances by any licensed server to any person under the age of 21 or to anyone who is disorderly, visibly intoxicated, or known to be a habitual drunkard.
2. No person under 21 years of age may misrepresent their age for the purpose of obtaining alcoholic beverages, nor may a person assist another in such a misrepresentation.
3. Proof of age must include presentation of a valid American or Canadian driver's license or non-driver identification card, a valid passport, or a valid identification card issued by the United States Armed Forces. No person under 21 years of age shall provide false or written evidence of age for the purpose of attempting to purchase alcoholic beverages.
4. No person under the age of 21 may possess any alcoholic beverage with the intent to consume it.
5. Actions or situations that involve forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization are prohibited.
6. Alcoholic beverages may not be served where money changes hands (sale of drinks, admission charged, donations solicited, etc.) without the appropriate license or permit.
7. Events that involve money changing hands require a Temporary Beer and Wine Permit issued by the New York State Alcoholic Beverage Control Board. Hard liquor is not permitted at these events. This includes free events under an organization that charges a membership fee.
8. In premises that hold a New York State Liquor License (Faculty House or Club, designated areas at Barnard, etc.), all individuals and groups must adhere to the provisions of the license. No unauthorized alcohol may be brought into such areas.
9. In unlicensed premises, beer or wine may be sold or dispensed if a Temporary Beer and Wine Permit issued by the New York State Alcoholic Beverage Control Board is obtained. Hard liquor is not permitted at these events.
10. Appropriate posted warnings about the effects of alcohol during pregnancy must appear at all events where alcohol is served.

Violation of these laws may subject the violator to legal penalties that range from confiscation of the beverage by a police officer to suspension of one's driver's license to fine or imprisonment. Moreover, within the university, the illegal or wrongful possession, provision, or consumption of alcohol will lead to proceedings in accordance with the procedures of the respective school or administrative unit, which can include the requirement for the student to receive psychological or medical assessment and/or counseling and appropriate treatment. Disciplinary action may result in suspension or expulsion or the referral of violators for criminal prosecution. Employees should also note that they may not report to work or be at work while under the influence of alcohol.

## **B. UNIVERSITY POLICIES**

In addition to the provisions of New York State law as outlined above, the university requires adherence to the policies at events where alcohol is served. These policies can be found at the following link: <http://www.essential-policies.columbia.edu/>. Please also reference the Guide to Living at the following link: <http://housing.columbia.edu/introduction>.

## **II. THE GUIDE TO LIVING-ALCOHOL**

The complete policy can be found at the following link:

<http://housing.columbia.edu/policies/alcohol-and-other-drug-policy>

Note: While each student has an individual responsibility for abiding by local, state, federal, and university alcohol regulations, a contractually assigned resident may be held accountable for any violation committed within the residence hall room or suite of the contractually assigned resident.

## **III. FRATERNITY & SORORITY LIFE POLICY ON ALCOHOL AND DRUGS: REQUIRED COMPLIANCE**

1. 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 policies of Columbia University.
2. No alcoholic beverages may be purchased through or with chapter funds. Additionally, no alcoholic beverages may be purchased for members or guests by the undertaking or coordination by any member in the name of or on behalf of the chapter. Pledge fees may not be used to purchase alcohol.
3. The use of bulk quantity or common source(s) of alcoholic beverage is prohibited.
4. Absolutely no alcohol that is not specifically manufactured for human consumption (e.g., diluted or undiluted, or as an ingredient in punches or other admixtures), or liquor/grain alcohol ("hard alcohol") should be served during chapter events under any circumstances.
5. Available alcohol must be limited to one (12oz.) beer or one (5 oz.) glass of wine/champagne, per hour, per guest/member, of legal age.
6. Alcohol-themed events are strictly prohibited. The theme of the event must be social, cultural, or educational and must not relate to type or quantity of alcohol.
7. Ample supplies of food and appealing non-alcoholic beverages *must* be visibly displayed.
8. Hand stamps, marking pens, or wristbands are required at all events to identify those who have shown proper proof of age in order to drink.

9. Each chapter must have certified Event Monitors present and sober at events where alcohol is served.
10. Chapters may **not** charge an entertainment fee, sell cups, ask for donations, or any other charge for events serving alcohol that are hosted in residences. Chapters requesting donations in the form of non-perishable items, clothing, and other such items for philanthropic events is permitted.
11. During events where alcohol is served, guests **must remain in common areas and lounges**. It is the responsibility of the officers and other members of the organization to monitor attendance at the house or party location and to limit the attendance in keeping with maximum occupancy standards.
12. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are prohibited.
13. For non-brotherhood/sisterhood events, the event sponsor is required to prepare an Event Invitation List (Guest List). The list should include the names of all invited guests as well as whether the guest is a student or non-student. The list must be submitted to the Office of Residential Life- Fraternity & Sorority Life at least 48 hours prior to the start of the event.
14. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
15. The possession, sale or use of any **ILLEGAL DRUGS** or **CONTROLLED SUBSTANCES** while on chapter premises, during a fraternity event, and/or at any event that an observer would associate with the fraternity is strictly prohibited.
16. 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.
17. No chapter may co-sponsor, co-finance, attend or participate in a function at which alcohol is purchased by any of the host chapters, groups, or organizations.
18. **All recruitment activities associated with any chapter must be non-alcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.**
19. No member, 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.
20. No alcohol shall be present at any pledge/associate member/new member/novice program, activity or ritual of the chapter. This includes but is not limited to activities associated with "bid night," "big brother – little brother" events or activities, / "big sister - little sister" events or activities, "family" events or activities, and/or initiation.
21. The maximum amount of alcohol that may be purchased is calculated as: (maximum occupancy of brownstone) X (number of hours of event). This calculation must be written into the registration form.

The maximum occupancy is seventy four (74) persons and events may be registered for a maximum of four hours. Any events longer than four hours revert to the Lerner Hall party and alcohol policies.

**General Information Regarding Typical Alcohol by Volume Levels:** The information below is intended for general reference and not definitive in any way. The Office of Residential Life or any other entity of the University reserves the right to modify or interpret these guidelines as they see fit.

ABV Levels

Beer  $\approx$  4%-6%

Wine/Champagne  $\approx$  12.5% -14.5%

Hard Alcohol  $\approx$  <15%

#### **IV. NATIONAL PANHELLENIC CONFERENCE-ALCOHOL RESOLUTION**

Because of their concern over the use of alcohol, the national presidents of all 26 National Panhellenic Conference sororities have agreed to the following (to be upheld by collegiate chapters):

1. That we are opposed to the misuse of alcohol.
2. That all college chapters, all individual members, and all guests must abide by state, local, and college/university laws and regulations.
3. That no college chapter funds may be used to purchase alcohol (co-sponsor of social events are potentially liable regardless of how the expenses are shared.)
4. That it is inadvisable to host a party involving alcohol when the majority of guests attending are under the legal drinking age.
5. That it is best if College Panhellenic planned or sponsored events shall be alcohol free

Each NPC group has a national alcohol policy and is expected to abide by it. In addition the national presidents expect their chapters to respect the regulations of any NPC co-sponsoring group. It is hoped that this agreement will give college chapters the courage and ability to initiate discussion and formulate a Panhellenic stand on the subject of alcohol.

# REQUIRED PROCEDURES FOR REGISTERING CHAPTER EVENTS

**SOCIAL EVENTS ARE PROHIBITED PRIOR TO THE FIRST DAY OF CLASSES AND AFTER THE LAST DAY OF CLASSES. SUMMER SOCIAL EVENTS ARE PROHIBITED.**

## **I. REGISTRATION & FORMS**

Only chapters with Full Recognition from the Office of Residential Life- Fraternity & Sorority Life, a member of and in good standing with the a governing council, and in good standing with the J- Board may register social events.

### **A. Registration**

All chapter events occurring in chapter facilities must be registered with the Office of Residential Life- Fraternity & Sorority Life. The sponsoring chapter must complete and submit the proper form(s) for the type of event being hosted. Registration must be submitted to the Office of Residential Life- Fraternity & Sorority Life at least five (5) days before the event unless other policies require additional time (i.e. National Organization, University Event Management).

1. The individual completing the required form(s) must be a member of the sponsoring organization. If alcohol will be present at the event, the Event Contact Person listed must be at least 21 years of age.
2. Registration of the event does not constitute Fraternity & Sorority Life approval of such events. Any activity that is determined to be a chapter event that has not been properly registered will be considered an unregistered chapter event and will be subject to disciplinary review through the J-Board and/or Dean's Discipline Process.
3. The Associate Director of Fraternity & Sorority Life has the responsibility and authority to decline registering activities that may pose unreasonable risk of violations of university policy for the sponsor(s) or other members of our community.
4. When applicable, a copy of each sponsoring chapter's National Risk Management Policy should accompany the completed Registration Form.
5. All chapters must have a copy of their National Risk Management Policy on file with the Office of Residential Life- Fraternity & Sorority Life.

### **B. Online Event Registration Request Form**

Depending on the type of social event the chapter is hosting the proper form(s) must be submitted to the Office of Residential Life- Fraternity & Sorority Life. The following website is where chapters must register events: [https://www.cc-seas.columbia.edu/reslife/fraternity\\_sorority/event-reg-form](https://www.cc-seas.columbia.edu/reslife/fraternity_sorority/event-reg-form)

1. **Online Registration Form:** This form is for fraternities and sororities occupying a brownstone and hosting an event in their respective brownstone. Additional guidelines apply.

### **C. Walk-Throughs**

Registered invitation events hosted in a chapter residence require a walkthrough of staff from Residential Life. Each chapter must adhere to the following guidelines:

- Person(s) responsible for the event must be present at the walkthrough.
- Party Monitors must be present at the walkthrough.
- Accompany Residential Life staff during walkthrough.
- Address any policy violations immediately.

Residential Life staff has the authority to prohibit an event from occurring if a violation of policy is discovered during the walkthrough.

Any chapter in social probation status will require a walk-through for all events involving alcohol, including but not limited to: invite parties, mixers, brotherhood events, etc.

#### **D. Lerner Hall**

For events where alcohol is being served in Lerner Hall or other space overseen by University Event Management, this requires additional steps and additional time for planning. Please see the Associate Director of Fraternity & Sorority Life for guidance with the submission of a space request, participation in an Event Review, and adherence to the University Event Management Policies.

## **II. APPROVAL & NOTIFICATION**

Submitted registration forms are not approved until confirmation is received from the Office of Residential Life- Fraternity & Sorority Life. The person submitting the proper form(s) will receive email notification of approval.

#### **A. Public Safety & Residential Life Staff**

For registered events occurring in university-owned facilities, Public Safety and Residential Life staff will be notified. Public Safety and Residential Life staff has the right to ensure that all policies are in full force if provided probable cause. Probable cause is defined as:

1. Loud music or other noise in excess of acceptable levels emanating from the location of the event.
2. An investigation into an incident involving the consumption of alcohol that requires identification of the source or provider.
3. A documented report or claim from a member of the community indicating that inappropriate behavior is occurring within the event facility.
4. Response to a request for assistance, fire or smoke alarms, or any other call of an emergency nature.

Public Safety always has the right to ensure policy compliance in facilities owned by the University.

## **III. GUIDELINES FOR HOSTING SOCIAL EVENTS IN FRATERNITY HOUSES**

The University is not liable for the actions of students under this or any “party policy” but, endorses guidelines for the safe and effective administration of fraternity and sorority social events. This Registration Policy may be amended, rescinded, or superseded at any time by action of Residential Life- Fraternity & Sorority Life. Benefits and privileges extended to recognized fraternities and sororities under this, or any other university policy, are subject to the availability of university resources for the purposes specified and do not constitute entitlements.

This policy is meant to apply only to events:

- Hosted by recognized fraternities in good standing with the Residential Life- Fraternity & Sorority Life.
- Hosted by fraternities permitted by their national organization to host social events in their place of residence.
- Hosted by fraternities that occupy a university-owned or university-recognized brownstone along 113<sup>th</sup> and 114<sup>th</sup> streets.
- Hosted in a university-owned brownstone along 113<sup>th</sup> and 114<sup>th</sup> streets.
- Co-hosted with other fraternities and sororities in good standing with the Office of Residential Life- Fraternity & Sorority Life and permitted by their national organization to co-host social events.

#### **A. Basic Guidelines**

1. Organizations must be in good standing and have Full Recognition in order to register events.

2. **Event requests will only be considered if submitted online prior to *five (5) business days of the event (a Thursday program MUST be submitted by noon on Friday of the previous week; a Friday or Saturday program must be submitted by noon on Monday).***
3. Events may only be co-hosted with other fraternities and sororities in good standing and with Full Recognition as designated by the Office of Residential Life- Fraternity & Sorority Life.
4. Each event with alcohol must have three (3) Event Monitors who have completed training.
5. No more than three (3) events per weekend day/night (Thursday, Friday, Saturday) may occur across all brownstones (with the exception of Homecoming or Bacchanal). Recruitment events do not count.
6. No organization may have more than one (1) registered event per weekend or more than ten (10) registered events total per semester. No organization may have more than six (6) invite parties per semester.
7. ***Fraternals brownstones are limited to (1) registered event with alcohol per weekend.***
8. On Thursday nights, only mixers and alcohol-free events may be registered. Mixers count towards the “ten registered events per semester.” Mixers are closed events where only initiated members of the two chapters are present. Alcohol-free events would include but not be limited to philanthropy, recruitment, and educational events.
9. Standard end time is 1:00am for Thursday events and 2:00am for Friday/Saturday events, conditional on positive neighbor relations.
10. Backyard access is prohibited unless given prior approval from Residential Life.
11. All forms of entertainment must be indicated at time of registration.
12. Chapters, who are required to shut down an event due to noise complaints three or more times in one semester, will be sent to the IGC Judicial Board.
  - a. *Discretion will be made by the Residence Hall Director, Associate Director of Fraternity and Sorority Life, and Executive Director of Residential Life of the validity of shut downs and chapter will be properly informed.*

### **Backyard Access:**

1. Organizations may request to host functions in the backyard area with prior approval.
2. Events hosted in backyards must be registered and end prior to 10 pm.
3. A walk-through of the event will take place.
4. Alcohol and grills are prohibited in the backyard.
5. Backyards must be cleaned at the conclusion of the event.

### **B. Registration**

1. The website for registering events is: [https://www.cc-seas.columbia.edu/reslife/fraternity\\_sorority/event-reg-form](https://www.cc-seas.columbia.edu/reslife/fraternity_sorority/event-reg-form).
2. Events will be approved on a first-come first serve basis.
3. Event requests will only be considered if submitted online prior to *five (5) business days of the event (a Thursday program MUST be submitted by noon on Friday of the previous week; a Friday or Saturday program must be submitted by noon on Monday).*
4. Only completed forms with supporting documentation will be accepted. A chapter is not approved to host events until confirmation is received from Residential Life- Fraternity & Sorority Life and Public Safety.
5. Guest lists are required for Invitation events. Closed (mixers), Recruitment, Brotherhood/Sisterhood, and Alcohol-Free events do not require guest lists.
6. Event Monitors must be on the approved list kept with Residential Life- Fraternity & Sorority Life.
7. A Competency Plan is required for all events where alcohol is present.
8. A walk through of the space to verify policy compliance will occur prior to the start of the registered event. Staff and Public Safety may accompany other key student leaders on walk-throughs.

### **C. Calculating Amount of Alcohol**

1. The maximum amount of alcohol that may be purchased is calculated as: (maximum occupancy of brownstone, most being 74) X (number of hours of event, max: 4). This calculation must be written into the registration form. Any events longer than four hours revert to the Lerner Hall party and alcohol policies.
2. Alcohol is served at approximately one drink per hour. Wristbands will be supplied by the chapter and marked by event monitors to keep guests at one beer per hour.
3. Event monitors are responsible for distributing beer and wine in a responsible and safe manner.

#### **D. Event Monitors**

Fraternity members will monitor the event. Trained event monitors 1) do not drink during or before the event, 2) ensures the party starts and ends on time, and 3) calls for professional assistance in the event of an emergency.

Each event must have at least three (3) Event Monitors in the following roles:

- Door: check IDs, monitor guest list, monitor stoop/sidewalk, limit number of people in the house to 74 at any given time, and distribute wristbands to guests 21+. The chapter will use wristbands or unique hand stamps to identify 21+ attendees. Alternative forms must have prior approval.
- Serving Area: distribute alcohol according to guidelines, refuse service to intoxicated persons, mark wristbands with each drink distributed, and assist with any intoxicated guests.
- Roaming: walk throughout the house to ensure all attendees are safe, prohibiting access to residential spaces, and ensuring no guests without wristbands are drinking.
- Sound Check: walking outside to make sure sound level is not intrusive, ensuring windows are closed, ensuring bass level is reasonable.

#### **E. Competency Plan**

Each chapter must have a competency plan for hosting events in their residence. This plan should include:

- Crisis Management Plan (fire, medical, etc.)
- Event Monitor duties
- Management of occupancy
- Proactive steps the chapter has taken to minimize noise and notify neighbors
- Management of sidewalks/stoop and lines
- What type of non-alcoholic beverages and food will be available

#### **F. Clean-up and Walkthroughs**

Host chapters are responsible for all clean-up as well as any reasonable damages that may occur during the registered event. Walkthroughs of chapter houses occur on a regular basis by university staff.

#### **G. Violations and the IGC Judicial Board**

The Associate Director for Fraternity and Sorority Life (ADFSL) will bring violations of this policy to the J-Board for deliberation. All J-Board procedures and regulations apply.

The ability to host registered events is contingent upon good standing with Residential Life- Fraternity & Sorority Life and the J- Board – all outstanding hearings must take place and any outstanding sanction must be completed before a chapter would be approved to host additional mixers or parties.

# POLICES REGARDING EVENT MANAGEMENT

## I. PUBLICIZING YOUR EVENT

### **A. Guidelines to Publicizing Events with Alcohol**

All events that have alcoholic beverages served must state in ALL promotions or advertising: **DOUBLE PROOF OF AGE REQUIRED FOR THE POSSESSION OR CONSUMPTION OF ALCOHOLIC BEVERAGES.**

This must be in a considerable proportion to the rest of the advertisement. No other mention of alcohol is permitted on any promotional material.

## II. EVENT LOCATION

### **A. Fraternity House**

Make a check of the room for basic safety considerations. Are there potentially dangerous areas that should be secured, or equipment and other items to remove, or that require closely supervised use? Are interior and exterior lighting satisfactory? Theme events can be especially troublesome if extensive or elaborate decorations are used.

*Example: A "maze" event hosted by a men's national fraternity chapter involved large canvas mats propped or held in place by boards in the basement of the chapter house. The mats were not fire-resistant. If a fire erupted; it would be difficult to escape in a hurry.*

The following are notable portions of the policy involving your event location:

- 1. Maximum Occupancy-** Occupancy of any given house must NEVER exceed the maximum occupancy limit established by the university for that house. Maximum occupancies are available through Housing. Brownstone maximum occupancy is capped at 74.
- 2. At the door-** All fraternities and sororities must have someone present at the door during parties at all times to make sure that no one ever leaves the house with alcohol and to make sure there are no disruptive people outside the house or party location. If neighbors, administration, public safety, or police wish to enter during a party, they should be escorted to someone in authority, peacefully and politely.
- 3. Music** -All bands must cease performing by **midnight**; a DJ may go until 1:30 a.m. unless otherwise informed by Public Safety or the Associate Director for Fraternity & Sorority Life.
- 4. The Stoop and Street-** The fraternity or sorority officers must keep guests from congregating on house steps/sidewalks. If congestion cannot be minimized, please call Public Safety to assist in clearing the stoop/sidewalk/street or end the party.

### **B. Off Campus Venue**

When your party is held at a distance from campus or in an unusual place, consider providing transportation with designated drivers or a shuttle service. Off campus social events must be held at an establishment that has a liquor license. The establishment is at least in part responsible for providing, handling, and serving alcoholic beverages. The liability is therefore shared between the chapter(s) involved and the establishment. Do not allow members to serve or provide any alcoholic beverages at a Third Party Vendor event. The Third Party Vendor Checklist & Contract MUST be used and submitted to Fraternity & Sorority Life in accordance to Party Registration guidelines. (FIG) Should there be an incident at a Third Party Vendor the chapter is responsible for notifying the Office of Residential Life- Fraternity & Sorority Life.

### **C. University Residence Halls**

There are **NO** registered or unregistered events with alcohol in the Residence Halls. No kegs or other bulk containers may be brought into any Residence Hall. An organization residing as a group in the Residence Halls found in violation of this policy may face disciplinary action.

### **III. HOSTING A SUCCESSFUL EVENT**

A party brings people together to share a good time. By taking advantage of the suggestions included in this policy and those provided by the national/international headquarters of your chapter, you can insure that the fraternity memories you create are positive. Your brothers or sisters and guests will appreciate your efforts.

#### **A. Invite People Who Care**

A sure way to ruin an event is to have the wrong people attend. Avoid inviting people with a history of assaultive or aggressive behavior, damage or destruction of property, theft, inappropriate or irresponsible behavior. Fights generate nearly one-third of the claims and lawsuits involving fraternities each year. Since strangers don't know people at the event they will not feel responsible to the chapter(s) involved, and they are more inclined to behave in a way that creates problems. Do not hold or participate in "open" parties or events. An open event is an event without a guest list. A recognized chapter sponsors or co-sponsors event at which alcohol is present by invitation only to a pre-determined number of guests. A ratio of three-guests per member (fire code capacity cannot be exceeded at any time) is suggested. Chapters are responsible for monitoring the number of people in their house in accordance with the posted maximum occupancy of 74. Please see the Fraternal Information and Programming Group (FIPG) guidelines at <http://www.fipg.org/>

#### **B. When to Host the Event**

Avoid scheduling events at the last minute. Consider the academic calendar and the activities of other organizations. Be aware of Social Event Registration policies before you begin to plan. Check with the Interfraternity, Panhellenic, and Multicultural Greek Councils. Certain occasions call for parties and the events speak for themselves - Homecoming, Founders' Day, holidays. What they have in common is a theme. ***For all parties and events, choose a theme while being aware of sensitivity issues. If you are unsure if your theme and/or costumes are offensive, please consult with the Associate Director of Fraternity & Sorority Life and the Office of Multicultural Affairs.*** Decorate and plan activities around the chosen theme. Once the party date has been chosen, set a reasonable starting and ending time. If a Third Party Vendor is used, arrange for the bar to close at least an hour before the event is scheduled to conclude. (FIPG)

#### **C. Choosing Food & Non-Alcoholic Drinks**

Food and drinks are important because they complement fun. To get the most out of your food and drink budget, match refreshments with the occasion and crowd. Soda and hamburgers, for example, go well at autumn events. Keep in mind that the food and drinks you serve make a statement about you, your chapter, and your event. Non-alcoholic party drinks can be attractive and can fit in very well with your theme. Other advisable non-alcoholic beverages are soda, juice, water, and energy drinks.

Always serve snacks - light sandwiches, dips, meats, cheeses, pizza. In choosing food, avoid salty items like chips and popcorn. Solid foods that are high in protein do more than satisfy the appetite - they help reduce the effects of alcohol. As with guests at your home, provide a variety of things to eat and non-alcoholic drinks. (FIPG) ***For the purpose of the Event Registration, "ample" means enough to serve your approximate total attendance submitted, as per your registration form.***

#### **D. Forms of Identification for Age Verification**

Below is a list of acceptable forms of identification. All forms must meet the following criteria:

- Must contain a recognizable photo
- Be current (not expired)
- Bear the person's name in English
- Match the name shown on the submitted guest list

Government Issued ID (REQUIRED)

- US or foreign passport
- US federal or state issued photo ID (driver license, state ID card, military ID)

Secondary Forms of ID

- College ID card
- Bank issued credit/debit card

## **E. Hosting a Bring Your Own Beverage (BYOB) Event**

BYOB events are currently not suggested by the Fraternity and Sorority Life staff but are permitted through many national offices and FIPG. If a chapter is set on having a BYOB event, they should adhere to the following procedures and protocol:

### **Suggested Procedures for BYOB Parties**

- Once a person of at least 21 years of age with alcohol has entered the party and obtained a wristband, they will immediately take the alcohol to the bar, where servers are also 21.
- Alcohol units should be visibly labeled (first & last name) either on each unit or units' packaging.
- A person may receive and be in possession of only one beverage at a time. The hosting organization(s) is responsible for monitoring that all policies are adhered to.

### **Ending Times and Alcohol Checkout**

- Thirty minutes before the designated ending time, an announcement must be made to the effect that the bar will be closing and that persons must start removing their beverages from the bar.
- During this time all drinking will cease by the designated ending time.
- All alcohol belonging to individuals must be removed at this time.
- If anyone wishes to leave the party prior to the designated ending time, that person may request their alcohol, and must immediately leave the party.

## **F. Enforce Your Policies and Rules**

Plan activities for your party. The more there is to do other than drink, the less people will drink - and your event will be a success. Remember, drinking games are *strictly prohibited* by the Social Event Policy, and must not be permitted. Other steps to take to insure that your guests and members enjoy themselves:

- Assign members, who agree not to consume alcohol that day to serve as observers. Some chapters will assign at least one officer as a so-called sober leader for each event. Their job is to assist in keeping the event within the policy. For help in difficult situations, these Event Managers can call the Hall Director on call or Public Safety.
- No new members or pledged members should be involved with risk management practices or procedures, such as checking identification or checking guests at the door. These are positions of authority and responsibility. Put experienced members in charge of these operations. The observers or monitors will need to resolve situations that occur. They will also be available to assist bartenders who need to refuse serving members or guests and to make sure the bar is closed on time. (*FIPG*)

## **G. Ending Your Party**

To efficiently clear your house by the registered event end time:

- Thirty minutes prior the registered end time, an announcement should be made to the effect that the event will be concluding. The advantage of making this announcement is that persons will begin finishing their beverages in order to leave the premises at the registered end time.
- Ten to fifteen minutes before the registered end time, lights should be illuminated and bar should cease to serve.
- Event Monitors should facilitate safe/timely evacuation of all non-residents from the facility/stoop.
- After parties are unacceptable.

## **H. Aiding the Intoxicated**

Even if everything is done to make sure all goes well, remember this: something can still go wrong. That "something" will sometimes be a member or guest who has consumed too much alcohol. Since your event must be closed and the guest list must be used, the intoxicated person is someone that you know. Keep in mind that there is no quick way to sober up.

The safest approach: if someone is "acting drunk," acting in a way that concerns you, is "woozy," "wobbly," having difficulty speaking, thinking, walking, carrying on an intelligent conversation, is listless, or especially if that person is semi-conscious, sleepy, or passed out, it is time to get that person to the hospital. (*FIPG*)

### **I. Responsibility as a Host, Co-Host or Organization Represented at an Event**

When your chapter decides to hold an event with alcohol, you assume several responsibilities in most states for the safety and welfare of your members and guests. Some courts have determined that once inside even the uninvited person becomes your responsibility—another good reason for guest lists. FIPG member chapters must establish and adopt party policies and procedures that conform with the FIPG Risk Management Policy. Party awareness is no longer an option or luxury. *(FIPG)*

### **J. Pre-Parties**

Unregistered pre-parties, “pre-gaming” and other spontaneous or planned events involving the chapter are prohibited. It does not matter where or when the events are held—if members are present, it is a chapter function, regardless of what members might call the event. If someone would be likely to perceive the event as a chapter event, i.e., if members or new members/pledged members are present, then it will be considered a chapter event. Some undergraduates will go to extreme lengths to attempt to distance a pre-party from the chapter, literally and figuratively. If it looks like a chapter event, even if it does not involve a majority or even a significant minority of members, it is a chapter event. Events that dodge FIPG, national organization, or university policy are prohibited. *(FIPG)*

### **K. Off-Campus or “Unofficial” Chapter Events**

Some chapters have intentionally participated in gatherings, events, parties, or events that were held away from the chapter house or off campus in an attempt to circumvent the spirit and intent of fraternity and sorority policies. Most of these events occur at private residences—apartments, rental houses, “annexes”—of members or at the residence of a non-member and are classified as “unofficial” because they are “not chapter sponsored.” The risks posed by such events are often more substantial than “official” chapter events. *(FIPG Manual)*

### **L. Reporting Incidents**

Your chapter should have a Crisis Management Plan. If not, consult with your national headquarters. Should an incident occur at any event sponsored/co-sponsored on campus/off-campus by your chapter the Associate Director of Fraternity & Sorority Life must be notified. Reports should be submitted within 24 hours of the incident occurring. In order to respond to incidents or alert the university to a crisis situation please contact the Hall Director on call during non-business hours.