

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 HANDBOOK 2014

OFFICE OF RESIDENTIAL PROGRAMS
FRATERNITY & SORORITY LIFE AND LEADERSHIP DEVELOPMENT
www.columbiagreeks.info

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SOCIAL EVENTS POLICY

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

The Office of Residential Programs- 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.

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, and who was invited to and who attended the event.

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

Fraternalities & 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 Programs-Fraternity & Sorority Life. Organizations should review national guidelines for additional social event requirements not stated in this document.

When your chapter decides to sponsor/co-sponsor 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. Chapters must establish and adopt social event policies and procedures that conform with University and National policy.

III. TYPES OF CHAPTER EVENTS

If a planned event does not easily fit into one of the descriptions below, discuss the event with the Director for Fraternity & Sorority Life. **These policies are for on-campus and off-campus events, including in the brownstones and EC Townhouses.** Remember, if you can answer "yes," to any of the preceding questions, the chapter could be held liable for the event.

- A. Brotherhood/Sisterhood:** Restricted to active members only.
- B. Invitation (Guest List):** 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. Private (Date Parties):** Limited to chapter members and their guests. Any guest must be on a guest list with the total number of guests **not** to exceed the number of chapter members.

D. Closed (Inter-chapter mixers): restricted to the members of two fraternal organizations, with a combined membership not to exceed 150, with no additional guests allowed.

Recruitment: 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 Programs-Fraternity & Sorority Life. Additional paperwork is required. Off-campus events are 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 other reasons, it should not take place on 115th, 114th or 113th Streets. This may be difficult for individual houses to administer, but house officials and other individual member are responsible for keeping their members celebrations off of 115th, 114th and 113th streets.

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 the chapter.

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

Whereas housing is a privilege and East Campus (EC) is a traditional Residence Hall. Chapters assigned to EC Townhouses are prohibited from hosting any type of social event in residence. Chapters not specifically assigned a townhouse by Residential Programs-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 in are expected to be respectful and contributing members to the community. Residential Programs staff may address violation of policy at any time. Violation of policy may result in individual and chapter disciplinary action.

VII. MAINTENANCE OF FILES AND GOOD STANDING

All required paperwork (Recognition, Accreditation, annual, semester etc.) must be on file and up to date. Missing or late documents will result in a loss of all social privileges. A chapter is prohibited from registering ANY events, parties, etc. until all documents are up to date. Notification of suspension of social privileges will be shared with the Greek Judicial 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 these policies.

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

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

A. ALCOHOL STATEMENT OF POLICY

Columbia University is committed to creating and maintaining an environment that is free of alcohol abuse. The University complies with New York State law and other applicable regulations governing alcoholic beverages for those on the University's premises or participating in its activities. The University strongly supports education and treatment programs as the most effective means to help prevent and reduce alcohol abuse.

In addition, Columbia University is committed to providing an academic and social environment that supports individual freedom while promoting individual responsibility, health and safety, and community welfare. To that end:

1. Columbia expects that those who wish to include alcohol as part of their activities will do so responsibly and lawfully. Responsible drinking includes making sound judgments about whether, when, and how much to drink, understanding the health issues related to the consumption of alcohol, and avoiding excessive or "binge" drinking or any other abuse of alcohol that negatively affects one's academic, work, social, athletic, or personal activities, and health.
2. Persons planning events on campus should be mindful of the complexities introduced into planning an event with alcohol. Event management issues-the presentation of entertainment, provision of refreshments, management of the participants or audience, security, and other factors-require serious attention for any event, and all the more for an event at which alcohol is served. Event organizers must fully understand the University alcohol policy and applicable laws and manage their events accordingly.
They also are expected to keep the safety and well-being of participants at the forefront of their planning and management of events. Staff members who advise students are expected to assist them in making responsible decisions about their events and to facilitate the enforcement of the University's alcohol policy.
3. Organizations may not plan events that promote or encourage the consumption of alcohol, nor may event planning be based upon the assumption of abusive or illegal alcohol consumption. Persons planning events should remember that the vast majority of events at Columbia take place without alcohol, that most members of the undergraduate community are not of legal drinking age, and that among those who are, many do not drink alcoholic beverages at all. Campus organizations that choose to plan events with alcoholic beverages are expected to maintain a reasonable balance in their programming between events with and those without the serving of alcoholic beverages.

B. 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 her/his 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 nondriver 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 which 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.
11. 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.

C. UNIVERSITY POLICIES

In addition to the provisions of New York State law as outlined above, the University requires adherence to the following policies at events where alcohol is served:

1. Alcohol may not be consumed outdoors on University property except at a registered and approved event.
2. Alcohol that is not specifically manufactured for human consumption may not be offered, served, or consumed in any form (e.g., diluted or undiluted, or as an ingredient in punches or other admixtures) under any circumstances.
3. The theme of all events where alcohol is served must be primarily social, cultural, or educational, and not the availability of alcohol. Language stating that double proof of age is required for consumption of alcoholic beverages must appear in all promotional material. No other mention or depiction of alcohol is permitted.
4. Ample quantities of food and appealing nonalcoholic beverages must be continuously provided and visibly displayed during the event.
5. There may be no games of chance, drinking games, contests, "happy hours," or other activities that induce, encourage, or result in the consumption of alcohol.
6. Games of chance are not permitted at events where alcohol is served.
7. Only one drink at a time may be dispensed to each person.
8. Kegs or other bulk containers of alcoholic beverages are permitted only in connection with registered and approved events, and all such containers must be closed or untapped at the conclusion of the event and removed from the premises as soon as is practicable. The possession, use, or storage of such containers is otherwise prohibited.
9. Those who serve alcohol and those who check proof of age for any event may not consume alcohol during that event. Prior to the event, the sponsoring organization must designate an additional non-drinking individual who will be present during the event to assist in its management.
10. Those who serve alcohol at any University event must be at least 21 years of age.
11. Application for approval of events where alcohol is served must be made by an appropriately authorized representative of the sponsoring organization or group. This person must be at least 21 years of age.

12. All student events where alcohol is served require written approval by student organization advisers, student activities officers, or other recognizing body. The approving officer must meet with the organizer(s) of the event prior to approving same and discuss in detail the applicable provisions of this policy including: proctoring, health issues related to alcohol consumption, availability of food and alternative nonalcoholic beverages, event management, and any additional requirements relative to the location of the event or the policies and procedures of the recognizing office. Signature of approval will constitute an assertion of compliance with this provision.
13. The following types of student events where alcohol is served must be registered with the appropriate school's dean's office or student activities office at least two weeks prior to the event. Applications for such events must be approved by that office, which will also assist in the application for a Temporary Wine and Beer Permit when necessary:
 - a. events that occur outdoors on University property; or
 - b. events that are open to the University community; or
 - c. events that are funded with University funds, or use University resources, irrespective of whether the attendees are affiliates or nonaffiliates; or
 - d. events where attendance is expected to exceed 50 invited guests; or
 - e. events where money changes hands
14. Student events where alcohol will be served may not be publicized until the event is approved by the appropriate recognized adviser of the organization.
15. Proctors are not required for events where attendance is restricted to those over 21, except at the discretion of the appropriate dean or student activities officer. Such events will be governed only by the preceding legal and University requirements.
16. Where there is reason to believe that attendees may include persons under 21, individuals must present double proof of age before being served alcoholic beverages. A valid Columbia Card may constitute the second proof of age. Such events require proctors as directed by the University.
17. Officers of student organizations are responsible for the implementation and enforcement of these policies. Officers are also responsible for educating their membership, guests, alumni, and incoming officers about these policies. Violations will result in disciplinary action against the responsible individuals and organization, up to and including loss of University recognition and loss of housing status.
18. Consumption of alcohol in residence halls is additionally limited by these requirements:
 - a. No student events involving alcohol can be permitted in Carman, John Jay, Furnald, Hartley-Wallach, or Barnard's Sulzberger Hall.
 - b. Alcohol may not be consumed by any person in any part of a residence hall except in a residential room or at a registered and approved event.
 - c. While the individual student or host has primary responsibility for abiding by this policy and New York State law, members of the Residence Life staff will address individual consumption or possession violations in their respective buildings as follows:
 1. On the first violation, a verbal warning will be given and documented.
 2. On the second violation, a written warning will be given.
 3. On the third violation, the individual will be referred to the appropriate dean of students' office.
 4. If an individual is found with alcohol and is underage or is consuming it in a restricted area she/he will be directed to dispose of the alcohol and is expected to do so.
 5. In situations of multiple or serious violations of this policy, the individual may be referred immediately to the relevant dean of students.
19. Consumption of alcohol at events sponsored by a Greek-letter organization is governed additionally by these specific provisions, as well as by any additional requirements as directed by the Coordinator of Greek Affairs:
 - a. Alcohol is not permitted at any rush event.
 - b. Pledge fees may not be used to purchase alcoholic beverages.

D. UNIVERSITY ALCOHOL PROCEDURES

All University-sponsored events involving alcohol that take place either on or off campus must be authorized by their individual school. Application forms for such events must be submitted, including appropriate adviser

approvals, to the appropriate deans or student activities officers. Those registering events with alcohol must be at least 21 years of age.

The deans and student activities officers of each school work with student leaders and their advisers to promote student responsibility and compliance with all University regulations and New York State and federal laws. Individual schools may also set more stringent restrictions on events involving alcohol, but all events must, at a minimum, comply with the policies outlined above.

The deans and student activities officers of Columbia's graduate and professional schools have responsibility for enforcing and implementing the University's alcohol policy within each school. Undergraduate student organizations are expected to work with their designated adviser to comply with the University's alcohol policy. Where appropriate, organization representatives must complete a formal training session for programming with alcohol. Students may direct their questions about programming with alcohol to the dean of their school or the alcohol programming liaison for their school coordinator.

II. THE GUIDE TO LIVING-ALCOHOL

The complete policy can be found at:

<http://www.columbia.edu/cu/housing/docs/guide-to-living/policies/alcohol.html>

A. POLICY AND PROCEDURES ABOUT ALCOHOL IN RESIDENCE HALLS

1. Alcohol may not be possessed, stored, or consumed by any person under the age of 21.
2. A person 21 years of age or older may possess, store, or consume alcohol in suite style residence halls (47 Claremont, 600 West 113th, East Campus, Hogan, Ruggles, Watt, and Woodbridge Halls) and in Brownstones, in the following locations only:
 - a. In his or her contractually assigned private residence hall room.
 - b. In the common area(s) within his/her contractually assigned suite.
 - c. In the private residence hall room or common area(s) within the suite of another contractually assigned occupant who is also 21 years of age or older.
3. A person 21 years of age or older may possess, store, or consume alcohol in corridor-style residence halls (Broadway, Harmony, McBain, River, Schapiro, and Wien Halls), in the following locations only:
 - a. In his or her contractually assigned private residence hall room.
 - b. In the private residence hall room of another contractually assigned occupant who is also 21 years of age or older.
4. Alcohol may not be possessed, stored, or consumed in the common lounges or any corridor-style residence hall (Broadway, Harmony, McBain, River, Schapiro, and Wien Halls).
5. Alcohol may not be possessed, stored, or consumed by any person in any part of a first-year residence hall (Carman, John Jay, Furnald, Hartley and Wallach Halls).
6. Registered parties may only occur in a Brownstone occupied by a Fraternity.
7. Kegs, bulk containers, and devices designed for rapid consumption of alcohol are prohibited.
8. Games of chance, drinking games, contests, and other activities that induce, encourage, or result in the consumption of alcohol are prohibited.
9. Alcohol that is not specifically manufactured for human consumption is prohibited.

Note: While each student has 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

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 nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. Pledge fees may not be used to purchase alcohol.
3. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage is prohibited; regardless of content.

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") 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 theme parties 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 throughout any event where alcohol is served.
8. Hand stamps or wristbands are required at all events to identify those who have shown proper proof of age in order to drink. **Marking pens are not acceptable substitutes for hand stamps or wristbands.**
9. Each chapter must have certified Event Monitors present and sober throughout events where alcohol is served.
10. Chapter may not charge an entertainment fee/sell cups, ask for donations, etc. at events hosted in fraternity houses. Chapters requesting donations in the form of non-perishable items, clothing, etc. 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 Programs-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 or during a fraternity event 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 or rush activities associated with any chapter will be non-alcoholic.**
19. **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.**
20. No member or pledge, associate/new member or novice shall permit, tolerate, encourage or participate in "drinking games." The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age, "beer pong," "century club," "dares" or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
21. 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 initiation.

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 Programs 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.

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 Programs-Fraternity & Sorority Life, a member of and in good standing with the a governing council, and in good standing with the Greek Judicial Board may register social events.

A. Registration

All chapter events, with the exception of brotherhood or sisterhood events occurring in chapter facilities, must be registered with the Office of Residential Programs-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 Programs-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 Greek Judicial Board and/or Dean's Discipline Process.
3. The Dean of Student Affairs or his/her designee have the 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 Programs-Fraternity & Sorority Life.

B. Forms

Depending on the type of social event the chapter is hosting the proper form(s) must be submitted to the Office of Residential Programs-Fraternity & Sorority Life.

1. **Registration Form:** This form must be completed and submitted for a chapter event where alcohol is not being served or if an event is being hosted at a third party location. Events hosted in Lerner Hall do not require this form.
2. **Third Party Vendor Checklist & Contract:** If the chapter event is being held at a facility not owned by the chapter or the University, (i.e. mixers, formals, parties, etc.) a copy of the Third Party Vendor Checklist and Third Party Vendor Contract (the University should not be listed as the sponsoring group!) should be included with the registration form. The chapter should confirm with their inter/national headquarters as to which officers/members are authorized to sign contracts. Such officers/members should include their title when signing any contracts. Checklist does not need to be submitted for vendors with insurance and license on file.
3. **Party Registration Form:** This form is for fraternities occupying a brownstone and hosting an event in this facility. Additional guidelines apply.

C. Walk Throughs

Registered invitation events hosted in a chapter residence require a walkthrough of staff from Residential Programs and representatives of the InterFraternity Council. 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 staff and IFC representatives during walkthrough.

- Address any policy violations immediately.

Residential Programs staff and IFC representatives have the authority to prohibit an event from occurring if a violation of policy is discovered during the walkthrough.

D. Lerner Hall

For events where alcohol is being served in Lerner Hall or other space overseen by University Event Management require additional steps and additional time for planning. Please see the Director for 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 Programs-Fraternity & Sorority Life. The person submitting the proper form(s) will receive written notification of approval.

A. Public Safety & Residential Programs Staff

For registered events occurring in university-owned facilities, Public Safety and Residential Programs staff will be notified. Public Safety and Residential Programs 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 Programs-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 Office of Residential Programs-Fraternity & Sorority Life.
- Hosted by fraternities permitted by their national organization to host social events in their place of residence.
- Hosted by fraternities that currently occupy a University-owned brownstone along 113th, 114th, and 115th streets.
- Hosted in a University-owned brownstone along 113th, 114th, and 115th streets.
- Co-hosted with other fraternities and sororities in good standing with the Office of Residential Programs-Fraternity & Sorority Life and permitted by their national organization to co-host social events in fraternity’s place of residence.

A. Basic Guidelines

1. Organizations must be in good standing and have Full Recognition in order to register parties.
2. Event requests will only be considered if submitted online within *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. Parties may only be co-hosted with other fraternities and sororities in good standing and with Full Recognition as designated by the Office of Residential Programs-Fraternity & Sorority Life.
4. Each party must have three (3) Event Monitors who have completed training.

5. No organization may have more than one (1) registered event per weekend or more than ten (10) registered events per semester (*registered events include mixers*).
6. ***Fraternal brownstones are limited to (1) registered event with alcohol per weekend.***
7. On any given Friday or Saturday, no more than three (3) registered events with amplified sound may be scheduled per night. On the weekends of Baker Blast, Homecoming, and Halloween, there is no limit on the number of registered events, unless specifically stated by the Office of Residential Programs-Fraternity & Sorority Life (*if an organization does register during the weekends of Baker Blast, Homecoming, and Halloween, these events still count towards the maximum registered events per semester*).
8. On Thursday nights, only mixers 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.
9. Standard end time of 2:00am, conditional on positive neighbor relations.
10. Backyard access is prohibited.
11. All forms of entertainment must be indicated at time of registration.

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 7:00pm.
3. A walk-through of the event will take place.
4. When hosting backyard events alcohol and grills are prohibited.
5. Backyards must be cleaned at the conclusion of the event.

B. Registration

1. **Event requests will only be considered if submitted online within *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).**
2. **The website for registering events is: <http://www.studentaffairs.columbia.edu/event-reg-form>**
3. Only completed forms with supporting documentation will be accepted. A chapter is not approved to host an event until confirmation has been received from Residential Programs-Fraternity & Sorority Life and Public Safety.
4. Guest lists are required for Invitation and Private parties. Closed (mixers), Recruitment, and Brotherhood/Sisterhood events do not require guest lists.
5. Event Monitors must be on the approved list kept with Residential Programs- Fraternity & Sorority Life.
6. A Competency Plan is required for all events where alcohol is present.
7. 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) X (number of hours of event). This calculation must be written into the registration form. Under this policy, the maximum occupancy is seventy five (75) 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.
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. Fraternity event monitors are responsible for distributing beer and wine in a responsible and safe manner.

F. Event Monitors

The monitoring of the event will be by fraternity members. Trained event monitors do not drink during or before the event; ensures the party starts and ends on time, and 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 is reasonable.

G. Competency Plan

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

- 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

H. Required Compliance

In order to host an event, each chapter must be in compliance with NY state law, university policies, national fraternity insurance guidelines, and the University's Alcohol and Drug policy. When registering an event chapters must agree to adhere to the following requirements:

- The chapter will not purchase alcoholic beverages through or with chapter funds. The chapter understands the purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs, is prohibited.
- The chapter will not co-sponsor, co-finance, attend or participate in a function at which alcohol is purchased by any of the host chapters.
- No members, collectively or individually, will purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
- The chapter will not serve hard alcohol.
- The chapter will limit available alcohol to one (12oz.) beer or one (5 oz.) glass of wine, per hour, per guest/member, of legal age.
- The Event Monitors will remain sober throughout the event.
- The chapter will supply an **ample** amount of food.
- The chapter will supply an **ample** amount of non-alcoholic beverages.
- The chapter understands that only people of age can serve and dispense alcohol.
- The chapter will be using the following form(s) of checking ID: wristbands and/or other forms of verification for legal-age attendees (state ID's, driver's license, etc.)
- The chapter will **not** charge a cover/entertainment fee/sell cups, ask for donations, etc.
- The chapter will use wristbands and/or other forms of verification for legal-age attendees.
- The chapter will adhere to the maximum occupancy standards of the facility.
- The chapter will ensure the party ends promptly at 2:00am on Friday or Saturday night, conditional on positive relations with neighbors

I. 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.

J. Violations and the Greek Judicial Board

The Director for Fraternity and Sorority Life (DFSL) will bring violations of this policy to the Greek Judicial Board for deliberation. All Judicial Board procedures and regulations apply.

The ability to host registered events is contingent upon good standing with Residential Programs-Fraternity & Sorority Life and the Judicial 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.

K. Trial Implementation

This policy is currently on a trial basis with review each semester until further notice. The University reserves the right to retract this policy at any time during this trial period.

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, but the real danger was in the maze itself—if a fire erupted, how would people escape in a hurry? Any event that involves construction, digging, water, dirt, scaffolding, ladders, or the changing of exits must be carefully reviewed and scrutinized.

1. Maximum Occupancy- Occupancy of any given house must NEVER be permitted to exceed the maximum occupancy limit established by the University for that house. Maximum occupancies are available through Housing.

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 Director for Fraternity & Sorority Life.

4. The Stoop and Street- The fraternity or sorority officers must keep guests from congregating on house steps or sidewalks. If congestion cannot be minimized, please call Public Safety to help or shut down the party until it is cleared.

5. Notification of Neighbors- The fraternity or sorority is required to post fliers informing neighbors of an increase in noise. The flier should list the start and end time of the event and who to contact (with a phone number) regarding noise concerns.

B. Off Campus Venue

When your party is held at a distance from campus or in an out-of-the-way or unusual place, consider providing transportation. Consider 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. (FIPG)

Should there be an incident at a Third Party Vendor the chapter is responsible for notifying the Office of Residential Programs-Fraternity & Sorority Life.

C. University Residence Halls

There are **NO** registered 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. Every party creates its own memories. 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. The “wrong people” bring more problems with them—assaultive or aggressive behavior, damage or destruction of property, theft, inappropriate or irresponsible behavior. For men’s groups, fights generate nearly one-third of the claims and lawsuits involving chapters each year, and your editor would be willing to guess that most of those situations occur with uninvited people whose names are not on the guest list. Because they don’t know someone at the event or they do not feel responsible to the chapter(s) involved, they are more inclined to behave in a way that creates problems. There is one sure way to reduce these 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. (FIPG)

B. When to Host the Event

Avoid scheduling events when you don't have time to make proper plans. Consider the academic calendar and the activities of other organizations. Be aware of Party 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 other parties, choose a theme while being aware of sensitivity issues. 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 and not because they supply 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 Form “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 persons 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 advocated for by FIPG and its member organizations. It is in all chapters' best interest and strongly recommended that the BYOB guidelines be utilized at events hosted in Fraternity brownstone. Please consult the Director for Fraternity & Sorority Life when planning BYOB events.

University consumption guidelines dictate the maximum permissible quantity of alcohol that may be brought to a BYOB event, per person (of at least 21 years of age). Alcohol is limited to beer and wine/champagne. Liquor/grain alcohol "hard alcohol" is not permitted. Due to the variations in the registered event time length, please refer to the formula below when calculating maximum allowable units of alcohol that may be brought to a BYOB event, per person (of at least 21 years of age):

1 (12oz. beer or 5oz. glass of wine/champagne)

X Registered Event Length (up to 4 hours)

Maximum Permissible BYOB Units, Per Person (of at least 21 years of age)

Example: If purchasing wine/champagne for four persons, three bottles (750 milliliters = 25.4oz.) would suffice.

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, he/she will immediately take the alcohol to the bar (have a single bar area with servers that are at least 21 years of age).
- 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 his/her 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. Her or his job is simply to assist in keeping the event within the policy.
- No new members or pledged members should be involved with risk management practices or procedures, as in 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 in approximately half an hour. 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 the safe timely evacuation of all non-residents from the facility and stoop.
- After parties are unacceptable.

H. Aiding the Intoxicated

Even if everything is done to make sure all goes well, remember this: if something can go wrong, it will. That "something" will sometimes be a member or guest who has consumed too much alcohol.

Since your event is closed and the guest list is 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

Pre-parties, "pre-gaming" and other spontaneous or planned events are events involving the chapter. 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, ie, 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. The response is simple: 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. And, let's get real: if the purpose of the event is to dodge FIPG or national organization or University policy, then you have already failed. *(FIPG Manual)*

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 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 Director for Fraternity & Sorority Life must be notified. Reports should be submitted within 24 hours of the incident occurring.