

## Event Guidelines

The following guidelines shall apply to any activity or event sponsored, endorsed, or promoted by the organization or its members, including those that occur on or off organization premises.

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### Definitions

**Event Registration Form:** A web form to be completed by the organization for all activities and events sponsored, endorsed, or promoted by the organizations or its members, including those that occur on or off organization premises. Event Registration forms are due one week prior to the event (all events requiring officers, as indicated below, must be registered two weeks prior to the event). No event with alcohol is permitted without the approval of the organization’s president, advisor, and a Student Engagement staff member. The event registration form is available at <https://www.una.edu/students/FSL/FSL-Forms/event-registration-form.html>.

**Member:** Students listed on the organization’s roster on file with the Student Engagement, Fraternity and Sorority Life (FSL) office, including new non-initiated members. *For alumni specific events, alumni do not count as guests.*

**Guest:** Any individual other than currently active or new collegiate members listed on the organization’s roster on file with the FSL Office. *For alumni specific events, alumni do not count as guests.*

**Officers:** For the purpose of these guidelines, officers include UNA police and public safety officers, Alabama state-certified police officers, and FSL monitoring officers. *Additional information on the use of officers is outlined in the Officers at Events section.*

**Risk Management (RM) Team:** Members of the organization trained and approved to monitor event where officers are required. The RM Team is prohibited from consuming alcohol before or during the event and must stay in their role the duration of the event.

## **General Guidelines**

**Coinciding Events:** A maximum of three events requiring officers may occur simultaneously (i.e., only three organizations may hold events that require officers on the same day at the same time). If more than three organizations register events that require officers for the same day/time, approval will be granted based on which 3 organization registered their events first.

**Day/Time/Location:** No events will be permitted when the university is closed (e.g., severe weather, holidays, etc.). Outdoor activities, held on or off campus, must conclude no later than 10 pm, except on Friday and Saturday when events may go on until 12 midnight, unless a noise permit is obtained from the city of Florence.

**Fire Inspection:** Any housed organization that does not have a current passing fire inspection will be prohibited from hosting any event, whether it is an on campus, off campus, or hosted at the organization's facility.

**Glass Containers:** Glass containers are prohibited at all events with or without alcohol (unless provided by a licensed and insured third-party vendor at an off-campus facility).

**Noise:** Noise must be confined to the property limits. If noise is excessive and heard beyond the property, a noise permit must be obtained from the city of Florence.

**Overnight Restriction:** No overnight event/activities are permitted, except leadership conferences, spiritual retreats, trainings and teambuilding activities that are limited to organization members only.

## **Events with Alcohol**

**Alternative Beverages and Food:** Alternative (non-alcoholic) beverages must be provided at the expense of the host organization. Ample quantities of food must be provided to all attendees. These items must be readily available at no cost to guest during all times of an event when alcoholic beverages may be consumed.

**Alcohol Products:** No common sources of alcohol should be provided, such as, but not limited to, punches in coolers or trashcans, kegs, etc. Alcohol products above 13% alcohol by volume (ABV) are prohibited from all organization's facilities at all times and from all Bring Your Own Beverage (BYOB) events, on or off campus.

**BYOB Events:** For BYOB approved events, all attendees are required to bring their own alcohol. This includes members and guests. At the end of the function, it is recommended that the host organization immediately dispose of the alcohol left by guests. Alcohol products above 13% ABV and glass bottles are prohibited at BYOB events.

**Certificate of Liability Insurance:** Only organizations with a current certificate of liability insurance on file with the FSL office are permitted to host events with alcohol. An updated copy of the organization's certificate of liability insurance is due within 2 weeks of the previous certificate expiring.

**Co-Sponsored Events:** Any and all alcoholic events registered and co-sponsored with three or more organizations are strictly prohibited. Two organizations are allowed to host an event with alcohol in collaboration, if proper registration is completed. All co-sponsored events require the approval of both organizations' president and advisor, along with a Student Engagement staff member.

**Guest to Member Ratio:** When alcoholic beverages shall be served or permitted to be consumed, the attendance ratio is three guests per one member that is in attendance at the event (a member must be present and checked in prior to their invited guests being checked in). Fire codes and inter/national organization policies may mandate smaller ratios based on the organization's facility. *Any alumni in attendance should be included as guests on the invitation list, unless it is an alumni specific event where they would be included as members.*

**Identification:** All attendees are required to present a state identification (this includes attendees under the legal drinking age). IDs will be checked upon entering the venue. For organizations that take busses to a venue, IDs will not be checked prior to bus loading. The officer(s) are responsible for checking the IDs. The RM Team Member assisting with check in may NOT check IDs.

**Invitation List:** A typed invitation list must be compiled prior to the event. The invitation list must be emailed to the FSL office (greeklife@una.edu) 5 hours prior to the event and provided to the officers, in printed form, prior to the start of the event at the RM Team Meeting. The invitation list should be formatted using the attached document (see end of guidelines for format). As attendees arrive, their name should be highlighted. The completed attendance list (with all invitees who attended highlighted) should be submitted to greeklife@una.edu within 48 hours of the event's conclusion. Failure to submit an invitation list may result in the event being cancelled. Repeated failure to submit invitation list or attendance list may result in one semester of social probation.

**Number of Events with Alcohol:** Organizations are permitted to hold no more than 8 events with alcohol each semester (the semester is defined as the first day of classes through the last day of classes; the time between the last day of spring classes and the first day of fall classes will count as one summer semester).

**Officers:** Officers are required at any event with more than 20 attendees, on-campus or off-campus, where alcohol shall be served or permitted to be consumed.

**Rapid Consumption of Alcohol:** The organization, members, or guests, must not permit, encourage, coerce, glorify, or participate in any activities involving the rapid consumption of alcohol, including drinking games. Common sources of alcohol, including bulk quantities, which are not being served by a

licensed and insured third-party vendor, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of the event).

***Sale of Alcoholic Beverages:*** The sale, by the organization and its' members, of alcoholic beverages is prohibited. This restriction applies to all of the various methods of charging for drinks, including charging admission to parties, selling drink tickets, asking for donations, charging for food or other items while providing drinks free, or otherwise obtaining payment or reimbursement of any kind for alcoholic beverages.

***Serving Alcohol:*** Alcoholic beverages must be either a) provided and sold on a per-drink basis by a licensed and insured third-party vendor or b) brought by individual members and guests through a BYOB system.

***Sponsorship:*** Organizations shall not co-host or co-sponsor an event with a bar, event promoter, or alcohol distributor; however, an organization may rent a bar, restaurant or other licensed and insured third-party vendor to host an organization event.

***Wristbands:*** Wristbands are the ONLY approved method of identifying those of legal drinking age. The FSL office will provide all wristbands for events with alcohol. The organization will be given enough wristbands for the estimated attendance, per the Event Registration Form. Wristbands will be brought to the event by the officers. The FSL office will collect unused wristbands from UNA PD the week following the event (note, each event will have different color wristbands). *Wristbands are available for events without alcohol, upon request.*

## **Officers at Events**

***Use of Officers:*** Officers shall be present at any event with more than 20 attendees, on-campus or off-campus, where alcohol shall be served or permitted to be consumed. Additionally, an officer shall be present at all events without alcohol if there are more than 199 attendees.

***Types of Officers:*** For the purposes of these guidelines, officers include UNA police officers, UNA public safety officers, UNA FSL monitoring officers, and Alabama state certified police officers. Information is provided in the sections below regarding when/how different officers may be used.

***Selection of Officers:*** When registering the event, the organization will indicate whether they wish to hire UNA officers or will hire other state-certified police officers outside of the university. If selecting UNA officers the organization will not be able to select officers, rather they will be assigned. *If an event will be using officers not employed by UNA, it is the responsibility of the sponsoring organization to organize services. A copy of officers' licenses must be submitted to FSL office one week prior to the event.*

***Hiring of Officers:*** If an organization indicates their intention to hire UNA officers when registering their event, the FSL Office will coordinate the hiring of the officers for the organization. In the event that an organization requests UNA officers and there are no police officers available, public service officers will be requested next. If there are not enough police officers or public safety officers available,

FSL monitoring officers will be assigned, if available. *It is the responsibility of the organization to coordinate the hiring of non-UNA affiliated state certified police officers.*

**Payment of Officers:** The contact information of scheduled officers will be sent directly to the individual who registered the event within 24 hours of the event. Payment must be made directly to the officers working the event in the form of a check written directly to the officers at the time of their arrival. Should payment not be made, the event will be cancelled. There is a minimum four hour rate, for each officer scheduled. Payment rate is \$25/hour for UNA police officers and \$20/hour for UNA public safety officers and FSL event monitoring officers. *It is the responsibility of the organization to coordinate payment of non-UNA affiliated state certified police officers.*

**Number of Officers:** The number of officers required shall be in accordance with the numbers listed below:

**Events without Alcohol**

1-199 attendees: 0 police officers  
200-499 attendees: 2 police/UNA public safety officers  
Add one officer (police, UNA public safety, or FSL monitoring) per additional 500 attendees

**Events with Alcohol**

21-149 attendees: 2 police/UNA public safety officers  
Add one officer (police, UNA public safety, or FSL monitoring) per additional 100 attendees

**Authority:** Officers have final authority on terminating an organization’s event. If events with alcohol are held within the organization’s facility, the officer has the authority to monitor the bedrooms, upstairs, and non-party designated areas, if there is probable cause for suspicion. Only organization facility tenants should be entering and exiting bedrooms, upstairs rooms, and other meeting spaces other than the designated social area. If the organization is in violation of these guidelines, the officer has the authority to terminate the event immediately.

**Cancelation of Officers:** If an organization cancels an event, notification must be sent to the Assistant Director of Student Engagement and the scheduled officers 96 hours prior to the event or the organization will be responsible for paying the officers.

## **Risk Management (RM) Team**

A group of six (or more) members of the organization will be responsible for monitoring any event where officers are required (if an organization’s total membership is less than 12, organization leadership will work with Student Engagement to determine a suitable size for the risk management team considering the estimated attendance).

**RM Team Training:** Anyone who serves on an organization’s RM Team must have completed the RM Team Training prior to their event. RM Team Training will be held monthly (dates/times will be communicated with chapter presidents and listed on the FSL calendar available at [www.una.edu/fsl](http://www.una.edu/fsl)). RM Team training is only valid for one academic year, as the event guidelines are reviewed annually and updated before the start of the fall semester.

***RM Team Composition:*** At least two members of the risk management team must be executive officers. At least two members of the risk management team must be 21 years of age. *For co-sponsored events, the risk management team responsibilities may be split.*

***Reporting RM Team Members:*** A list of the 6 RM Team Members is due by email 24-hours prior to the event. The names should be sent using the “reply all” option organization’s event confirmation email, which includes officer information and reminders.

***RM Team Meeting:*** 30 minutes prior to the event start, all of the RM Team must meet with the assigned officers to introduce themselves, discuss event responsibilities, and review any pertinent information. All RM Team members should arrive to this meeting sober and wearing their RM Team button. At the conclusion of the RM Team meeting, the RM team will clear the venue to begin the check in process.

***RM Team Resources:*** Prior to the start of the RM Team meeting, the RM Team should gather all necessary resources. The RM Team should have designated orange RM Team buttons, a large dark permanent marker (for marking hands of underage attendees), a printed copy of the invitation list, a highlighter to check attendees in on the invitation list, and a copy of these event guidelines.

***RM Team Expectations:*** All RM Team members are prohibited from consuming any alcohol prior to or during the event. Those serving on the risk management team must serve the entire event (swapping out risk management team members during the event is not permitted). RM Team members are responsible for staying in designated areas throughout the event, so there will not be limited opportunities for RM Team members to dance, socialize, etc.

***RM Team Responsibilities:*** All RM Teams wear the distinct orange RM Team button (provided by the Office of Student Engagement). RM Team members are responsible for clearing the venue 15 minutes prior to the event start, as all attendees (including the RM Team) must formally check in. Additionally the RM Team is responsible for responding to all emergency situations, assisting the officers with the check in process, monitor designated social areas, and coordinate the transportation of members and guests leaving the event intoxicated

***RM Team Placement:*** It is recommended that the RM Team be distributed among the following roles throughout the event:

1. 1 individual at check in/check out
2. 1 individual at each entry (unless the entry is a door which is locked)
3. 1 individual at the each stairwell
4. 1-2 individual(s) roaming the event as monitors

## **Events without Alcohol**

***Alcohol at Event without Alcohol:*** In the event that alcoholic beverages become present at a function that originated as a non-alcoholic function, it is the responsibility of the organization’s executive officers and RM team to enforce the governing rules of a non-alcoholic event. If the event has officers,

they should assist in the removal of alcoholic beverages. If the host organization does not comply, the officer has authority to terminate the event immediately.

***Alcohol Paraphernalia:*** Alcohol paraphernalia is prohibited at events without alcohol. This includes empty containers, packaging, shot glasses, etc. The host organization is responsible for checking the facility and clearing the area of all paraphernalia (including those left in the trash) prior to the start of the event. It will be presumed that any empty containers found at events without alcohol were consumed at the event.

***Co-Sponsored Events:*** If these guidelines are violated during a co-sponsored event and the Office of Student Engagement is not notified immediately, it will be presumed that both hosts are responsible for the violation.

***New Member Joining Processes:*** Any event or activity related to the new member joining process (e.g., recruitment, intake, rush, etc.) must be substance free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation into an organization, including but not limited to bid day/night, big/little events/activities, and any ritual or ceremony.

## **Clery Crime Disclosure**

The Clery Act requires that all crime statistics for events on campus and events hosted by campus organizations be disclosed. Because the University faces substantial monetary penalties for failing to include a reported crime in its annual crime statistics, it is critical that you report anything that could be considered a crime.

***How to Report:*** All members and guests in attendance should report all facts regarding crimes/possible crimes to a RM Team Member, who is then responsible for reporting the information to the UNA PD in a timely manner. If someone tells you about a crime or an incident that may be a crime, or you witness a crime, you must report the information to the University of North Alabama Police Department (UNA PD). You may report the information by calling UNA PD at 256-765-4357 or by stopping by the UNA PD in person.

***What to Report:*** Any facts regarding crimes and possible crimes should be reported. UNA PD will decide if the crime must be included in UNA's annual crime statistics per the Clery Act. The following numbers are reported annually per the Clery Act and must be reported: criminal homicide, sexual offenses (rape, sexual assault, fondling), domestic violence, dating violence, stalking, robbery, aggravated assault, burglary, theft, arson, and hate crimes.

## **Violations**

If an organization violates these event guidelines, the Office of Student Conduct, in conjunction with the FSL office, may conduct a hearing. The Assistant Director of Student Engagement for Fraternity and Sorority Life and the Office of Student Conduct may choose to defer the conduct hearing to a student governing council.

If these guidelines are violated during a co-sponsored event and the Office of Student Engagement is not notified immediately, it will be presumed that both hosts are responsible for the violation.



