

THE UNIVERSITY OF ALABAMA



SOCIAL EVENT GUIDELINES FOR STUDENT ORGANIZATIONS

* Please visit the Office of Student Involvement's website for the most updated version of these Guidelines.
(<https://thesource.ua.edu/event-smart>)

SOCIAL EVENT GUIDELINES

Any potential violation of these Social Event Guidelines should be promptly reported to the Office of Student Conduct, where it will be addressed pursuant to the Code of Student Conduct.

Any individual student and any student group or organization that violates any of the provisions in the Social Event Guidelines or policies governing student conduct shall be subject to all of the disciplinary provisions of the Code of Student Conduct and, depending on the violation, may also be personally subject to separate criminal and/or civil liability.

In addition to any disciplinary action by The University of Alabama (the University, UA), student groups, or organizations that are member organizations of either local or inter/national groups governed by inter/national organizations may also be subject to disciplinary action by those local or inter/national councils or groups for violations of these Guidelines.

I. DEFINITIONS

For the purpose of these Guidelines, the terms listed below shall have the following meanings unless a different meaning is clearly indicated by the use of the term in the text.

- A. **“Guest”** shall mean a person who is invited by the student group that is hosting the social event and the guest’s date or spouse.
- B. **“Member”** shall mean those individuals who are considered actives, pledges, or associates in accordance with the student group’s constitution or by-laws.
- C. **“Social Event”** or **“event”** shall be defined as any on-campus event planned, sponsored, promoted or funded by a student group that is inherently social in nature, including any event sponsored by an alumni/alumnae/graduate group that is promoted by or held in conjunction with the undergraduate or graduate student group. These events are permitted for a maximum of four hours.
- D. **“Philanthropy”** shall be defined as any event not including alcohol that is intended for the purpose of raising awareness and/or monies for a non-profit organization or a cause aimed to better the community. The event may or may not involve participants from the community, who are part of the non-profit or the cause being supported.
- E. **“Student Groups,” “organization”** or **“student organization”** shall mean any group of students who have complied with the University’s formal requirements for recognitions as a student organization.
- F. **“Common Source”** shall mean any bulk quantity, common container, or freely available alcoholic beverage (e.g. beer, wine, liquor, or punch) that is provided by a student group, member, or guest and that is made available for consumption by any member or guest at a social event. Possessing, furnishing, consuming, or serving from a common source of alcohol is strictly prohibited.
 - (1) A common source shall not include “cash bars” operated by a licensed third party vendor.
- G. **“Swaps”** shall be defined as a social events co-sponsored by two registered social/fraternal student organizations.
- H. **“Third Party Vendor”** shall mean an entity that is properly licenced and/or certified by the appropriate local and/or state authority. This might involve, among other things, both a liquor

license and a special event license to sell on the premises where the function is to be held. Third party vendors must comply with all UA policies and the requirements of these Guidelines, as well as, complete a Permissive Use Agreement and UA Third Party Vendor Agreement. Beverages above 15% Alcohol By Volume (ABV) may only be served by a licensed and insured third party vendor.

- I. **“BYOB (Bring Your Own Beverages) Events”** shall be any event approved to have alcohol present, where event attendees furnish alcohol for their personal consumption. All BYOB events must comply with all organizational policies, local and state laws, and University policies related to alcohol. Alcoholic beverages may be brought to an approved BYOB social event by a member or guest for personal consumption, as long as access is restricted (e.g. ticket check system or locked cooler). All BYOB events must be in compliance with FIPG (Fraternal Information and Programming Group) BYOB policies, including but not limited to, a guest may only bring a maximum of six (6) twelve (12) ounce cans/plastic bottles of beer/wine coolers/malt beverages. Beverages above 15% ABV, and/or beer and malt beverages that are produced containing a combination of caffeine and alcohol, are not permitted at BYOB events.
- J. **“Invitation List”** shall be utilized at all closed events, and any student organization hosted event where alcohol is permitted. The invitation list will contain all names of individuals who will be granted admission to the event. Invitation lists must comply with the capacity limit of the event space, and any and all risk management policies that apply to the venue and host organization(s).
- K. **“Structure”** shall mean something that could be erected for use at a social event including, but is not limited to, stages, boardwalks, tiki huts, canopies, viewing platforms, decks, temporary walls, bars, and bar tables.
- L. **“Decorations”** shall be defined as lawn or house adornments including, but not limited to, signs and/or banners used to promote events.
- M. **“Inflatables”** and **“amusement devices”** shall be defined as items designed for the entertainment of event participants and/or require physical strength, agility, or coordination. These include, but are not limited to, water slides/slip-n-slides, bungee run, Velcro wall, gladiator arena, dunk tank, mechanical bulls, bungee trampoline, and rock climbing walls.

II. REGISTRATION OF ON-CAMPUS EVENTS

A. Conditions Requiring Registration

- (1) Events to be registered with the Office of Student Involvement through the online event registration form include, but are not limited to, the following:
 - (a) Events in which guests, vendors, speakers, or any persons or entities from outside of the University of Alabama are invited to campus and/or contracted with by a student organization for an on-campus event;
 - (b) Events featuring live or recorded musical entertainment or amplified sound including, but not limited to, band parties;
 - (c) Events defined as swaps, as well as formals, theme parties, step performances, philanthropies, and other events as specified;
 - (d) Events involving 50 or more attendees in addition to the student organization’s members;

- (e) Events utilizing any outdoor campus property;
 - (f) Events creating potential traffic congestion;
 - (g) Events presenting a potential health or safety hazard;
 - (h) Events providing food to 50 or more members or guests; and
 - (i) Events involving sales, fundraising, and/or the value exchange of items or services.
- (2) Student organizations are limited to hosting a total maximum of twenty (20) on campus social events during each academic year (comprised of the fall and spring semester).
 - (3) The University reserves the right to limit the number of events requiring the assistance of the University of Alabama Police Department (UAPD) or approved security personnel contracted by a student organization for an event approved by the Office of Student Involvement based on the number of events scheduled at any given time. In addition, UAPD reserves the right to disallow any security personnel or vendor from operating on campus at its sole discretion.
 - (4) An organization required to contract a private security vendor for an event must do so in compliance with the Office of Risk Management's Security Vendor Program.
 - (5) Registration with the Office of Student Involvement of a social event is the sole responsibility of the student organization(s) sponsoring the event.
 - (6) For policies pertaining to events that do not qualify as "social events" by the definition outlined in this document, please refer to the Student Organization Handbook (thesource.ua.edu).

B. Additional Approvals

- (1) Residence Halls/Small Group Housing: Any events held in/on University residence hall(s), grounds, apartments, small group housing, or University contracted housing must seek additional approval from the Executive Director or Director of Housing and Residential Communities (HRC) within ten (10) business days in advance of the event. All residence hall events must be approved by HRC. Any events in close proximity of the residence halls and/or apartments will need to be approved by the Executive Director of HRC or designee ten (10) business days in advance of the event.
- (2) Filming: Student organizations wishing to film, for any reason, on any grounds owned by The University of Alabama, including inside and outside of Greek Houses, must register through the online event registration form *and* receive approval from Strategic Communications prior to filming. To initiate the approval process, the student organization must submit the online Request to Film Form through Strategic Communications' website (strategiccommunications.ua.edu) at least twenty-one (21) days in advance. Completing the form does not ensure that permission to film will be granted.

C. Registration Process

All social events must be registered through the Office of Student Involvement online event registration form, at least **seven (7) business days prior to the date the event is scheduled to take place**. Events will be considered on a first come first serve basis.

- (1) **Events registered less than seven (7) business days prior to the scheduled event date may not be approved, regardless of the amount of money the group has already invested in the event.** If an event registered less than seven (7) business days before the event date is approved to move forward, there is a minimum \$5 fine for every member of the organization for each day after the deadline, in addition to the fees required for event registration. For example, an event for group with 50 members is registered 5 calendar days

from date of the event. If allowed to go forward, the group will owe a \$500 fine ($\$5 \text{ fine} \times 50 \text{ members} \times 2 \text{ days late}$).

- (a) If an organization is approved to host an event registered less than seven (7) business days, then, in addition to paying applicable fines and fees, the organization must meet with a representative from the Office of Student Involvement, or designee, to discuss how to prevent future late registrations.
 - (b) Any organization found responsible for hosting an unregistered event will be assessed a fine equal to \$5 for every member of their organization for seven (7) business days, in addition to the fees required for event registration. (e.g. Alcohol permitted event for group with 50 members hosts an unregistered social event with alcohol will be fined \$1,750 ($\$5 \text{ fine} \times 50 \text{ members} \times 7 \text{ days late plus a } \$50 \text{ alcohol event registration fee}$). In addition, the group will be referred to the Office of Student Conduct.
- (2) **For safety and security reasons, the University may, in its sole discretion, limit the number of registered events allowed to take place at one time on campus. In instances where multiple events are registered and the University deems it necessary to limit the number of registered events for a given time, appropriate events will be allowed to go forward in the order they were registered. Stated differently, the University will begin with the last event registered and begin denying events in reverse chronological order until the proper number of events is reached. In order to reduce the likelihood of having an event denied, organizations should register events with as much notice as possible.**
- (3) The University also reserves the right to shut down or otherwise regulate any registered event if, based on information available at the time, University officials, using their discretion, feel that the event is being conducted in a manner inconsistent with the way in which it was registered and/or if a safety or security concern exists. If a group is found to be operating an event in a manner inconsistent with the way the event was registered, the group (and possibly individual members) will be referred to the Office of Student Conduct.
- (4) Social events with an estimated attendance of 50 guests in addition to the student organization's membership may be subject to a \$125 registration fee. The assessment of the registration fee will be determined by the University based on resource, support, and/or additional needs as determined by the University. If alcohol will be present at the event, the organization must pay an additional \$50 alcohol fee for each event.
- (5) Student organizations must submit fees associated with their event in full by noon on the business day before the scheduled event date. Fees will only be accepted if submitted to the Office of Student Involvement, 3610 Ferguson Center, in the form of a check addressed to the University of Alabama. Failure to submit any outstanding fee balance may result in the cancellation of the associated event.
- (6) Events are reviewed by multiple, relevant UA departments before official approval is provided to the organization. Because many departments and functional areas are involved in the registration and approval of events on campus, there are additional University of Alabama policies not summarized in this document that may impact the approval timeline and content of on-campus events. Student organizations are encouraged to submit events as soon as possible and remain flexible through the event planning process to ensure that all University of Alabama policies are followed and respected.
- (7) All organizations that lease and/or own property on the University of Alabama campus

are required to have health and safety inspections prior to approval for each registered social event. Following receipt of a properly submitted online event registration form, the Office of Environmental Health and Safety (EHS) personnel will conduct a safety inspection of the premises. Organizations may be given time to rectify any violations, but final approval to move forward with the event will only occur after the location has successfully passed inspection. Organizations should contact EHS at 205-348-5905 to schedule health and safety inspections (ehs.ua.edu).

III. STANDARDS AND RESTRICTIONS FOR SOCIAL EVENTS

A. Days and Times

- (1) As noted in the chart below, the Office of Student Involvement will not register events at which the presence of alcohol is planned or anticipated during **Sunday through Wednesday**. For **Thursday and Friday** social events, music (both indoor and outdoor) and/or the consumption of alcohol will only be permitted between **9:00 p.m. and 1:00 a.m.** **Saturday** social events with music (both indoor and outdoor) and/or the consumption of alcohol may be registered between **1:00 p.m. and 1:00 a.m.**, subject to the duration restrictions set forth below.
- (2) **Events with alcohol cannot last for longer than a four (4) hour time period** and are allowed only during certain times:
 - (a) Thursday: 9:00 p.m. – 1:00 a.m.
 - (b) Friday: 9:00 p.m. – 1:00 a.m.
 - (c) Saturday: 1:00 p.m. – 5:00 p.m., 5:00pm – 9:00pm or 9:00 p.m. – 1:00 a.m.
- (3) **Multiple events with alcohol cannot be registered on the same day.**
- (4) Multiple events occurring on the same day, but at different times require a 4 hour break between events and a separate registration and approval for each event.
- (5) All amplified music/sound must stop thirty (30) minutes prior to the conclusion of all registered events.
- (6) The sale and/or distribution of alcohol must cease no later than thirty (30) minutes before the scheduled conclusion of an event
- (7) Philanthropy events may be held any day during the week from 8:00 a.m. to 8:00 p.m., as long as they do not interfere with classes or specified event blackout dates. Any event exceeding this time frame must receive an exemption from the Office of Student Involvement.
- (8) Events may not take place during the following times:
 - (a) During the seven (7) day period preceding final exams or for the duration of final exams for the fall and spring semesters or during the two (2) day final exam period of the summer term;
 - (b) On days when the University does not have class, including, but not limited to, holidays, fall break, winter break, spring break, Honors Day;
 - (c) On days when the University of Alabama is closed for regular business; and
 - (d) During the seven (7) calendar days preceding, or immediately following, the start of the fall or spring term.

	Event W/O Music		Event with Music				Alcohol Allowed*
			Indoor		Outdoor		
	Start	End	Start	End	Start	End	
Sunday	5:00 p.m.	11:30 p.m.	5:00 p.m.	11:30 p.m.	Not Allowed		No
Monday	5:00 p.m.	11:30 p.m.	5:00 p.m.	11:30 p.m.	Not Allowed		No
Tuesday	5:00 p.m.	11:30 p.m.	5:00 p.m.	11:30 p.m.	Not Allowed		No
Wednesday	5:00 p.m.	11:30 p.m.	5:00 p.m.	11:30 p.m.	Not Allowed		No
Thursday	5:00 p.m.	1:00 a.m.	5:00 p.m.	1:00 a.m.	Not Allowed		Yes
Friday	5:00 p.m.	1:00 a.m.	5:00 p.m.	1:00 a.m.	5:00 p.m.	1:00 a.m.	Yes
Saturday	1:00 p.m.	1:00 a.m.	1:00 p.m.	1:00 a.m.	1:00 p.m.	1:00 a.m.	Yes

* Alcohol is not allowed at philanthropy events or any event where an admission fee is charged.

* Events with alcohol cannot last longer than a four (4) hour time period.

B. Guests

- (1) Social events sponsored by student organizations must be limited to members and invited guests with valid identification (ID) that are 18-years of age or older. Individuals attending high school or younger, regardless of age, are not permitted at registered social events with alcohol.
- (2) An Invitation List must be used at all social events.
 - (a) Each members is permitted to invite no more than three (3) guests to an event. Should an organization request more than three (3) guests per member, the organization must provide additional event insurance documentation, and/or written permission from any inter/national governing organization, if applicapble.
 - (b) Only those individuals who are on the organization’s specific event invitation list are permitted entrance.
 - (c) If applicable, organizations are expected to follow guest and invitation policies of inter/national governing organizations. Organizations requesting exemptions/expansions of guest limits must receive such exemptions, in writing from applicabale inter/national governing organizations no less than ten (10) days prior to the proposed event.
 - (d) Invitation lists must be uploaded to The Source event registration prior to the approval of the event. A template for an event invitation list can be found on The Source’s website.
- (3) A sign shall be conspicuously displayed at all event entrances indicating the event is restricted to members and invited guests, stating ending time of the event, and that no glass bottles are allowed.
- (4) Any form of public advertising on-campus, off-campus, or online to encourage attendance at social events is strictly prohibited. Campus advertising should indicate that a requirement for event admission is a valid ACTION Card for UA students or a valid driver’s license for non-UA students.

- (5) Student organizations must check and confirm that social events hosted by the organization are not advertised or disclosed on the websites and social media pages of any invited performers or contracted vendors, such as those utilized by musical acts.
- (6) Any event attendee who appears overly intoxicated upon arrival, or at any time during the event should be removed from the event immediately. If an individual is non-responsive or there is any alcohol or substance abuse related health concern, a call should be placed to 911 immediately. Organizations are responsible for the safety and actions of all event attendees upon admission. Organizations are encouraged to utilize The University of Alabama's Medical Emergency Assistance Policy for any student in need of medical assistance.
- (7) Organizations must take appropriate measures to ensure that the crowd at their event does not exceed fire code capacity specifications set by EHS or other appropriate officials. Organizations should work with EHS to determine maximum capacity for each event based on the scope of the event, event setup, and the locations at which the event will take place. Organizations must develop a plan with hired security to prevent attendance at event from exceeding maximum occupancy.
 - (a) Organizations hosting an event on UA property cannot exceed fire capacity, as set by EHS, for the location.
 - (b) No organization may host an event that exceeds five hundred (500) people within an designated event area, at a given time.
- (8) All state of Alabama laws regulating loitering on University property apply at all on-campus social events. The sponsoring organization, with the assistance of UAPD, will be responsible for identifying and dispersing loiterers.
- (9) All registered social events shall be by invitation only. Open parties are expressly prohibited. An "open party" shall mean the hosting or sponsoring organization, or designee, fails to control who enters and participates in the event and/or does not have a reliable method to check IDs, maintain and enforce a submitted invitation list, or limit access by non-members.

C. Physical Facilities

- (1) Construction
 - (a) Any construction for social events must be approved by the Office of Health and Safety and Office of Risk Management through the online event registration form and must be in compliance with these Social Event Guidelines.
 - (b) Construction may begin no earlier than one week (7 calendar days) prior to the event.
 - (c) See section E "Structures, Inflatables, and Amusement Devices" for additional guidelines.
- (2) Decorations
 - (a) No swimming pools or water features of any type or size will be allowed at any time.
 - (b) Groups decorating for parties are not allowed to use bamboo that has not been commercially grown. Please check with EHS personnel if there are any questions.
 - (c) All front yard remnants/decorations/trash from social events must be

removed from the property immediately following the event, and must be completely removed by 7:00 a.m. the morning following the event. Backyard remnants/decorations/trash must be removed no later than 48 hours following the event. This paragraph applies to the removal of all materials involved in party decoration construction (e.g. lumber, flags, front yard fences/tarps, etc.). Failure to comply may result in the organization being referred to the Office of Student Conduct.

- (d) No sand, dirt, mulch, or similar product may be placed as decoration for an event. Organizations wishing to permanently install fixtures utilizing these materials must go through the Project Initiation Request (PIR) process detailed in Section E of this policy.

(3) **General Guidelines**

- (a) Should the fire alarm activate during the event, the organization should immediately vacate the location. No one should be allowed back in the location until cleared by the Fire Department.
- (b) All outdoor social events must be held within the enclosed area with a monitored entrance. Permanent fencing is preferred. However, temporary, quick removal fencing may be accepted. Fencing must be a minimum of six feet tall and must be constructed with fire-retardant/flame repellent material. There must be a minimum of three (3) to four (4) entrances/exits for events where temporary fencing is utilized (depending upon the size of the temporary fencing additional entrances/exits may be required by Environmental Health and Safety).
- (c) Exits that are locked to keep unauthorized guests from entering the facility must be able to be opened from the inside in one turn or push against a panic bar. Doors or entrances that are padlocked or double-locked will be considered a violation of the fire code and events will be immediately shut down.

D. Security and Law Enforcement Personnel

- (1) Any organization hosting an event at which alcohol will be present must provide security for that event. Depending on the nature of the event and the estimated crowd, security may or may not be required for events without alcohol.
- (2) For event security, all organizations at the University are required to use a security vendor registered with the University Security Vendor Program, which have represented they meet all statutory requirements set forth in ALA. CODE § 34-27C-1 et seq., to provide security services for Events hosted on property that the University of Alabama owns or operates in a manner consistent with these Social Event Guidelines. Additional information on the University's Security Vendor Program is available at riskmanagement.ua.edu/security.html.
- (3) The number of security personnel required for an event will be determined by the following:
 - (a) A minimum of 2 security officers are required for any event.
 - (b) At least 2 security officers must monitor the event's main entrance at all times and at least 1 security officer must be stationed at every other entrance/exit for the duration of the event.
 - (c) In addition to the security officers monitoring the entrances/exits, an additional 2 security officers for every 100 attendees must be present and patrolling the event.

Example: 400 attendees at event with 3 entrances/exits = 11 security officers (2 at

main entrance/exit plus 1 at each of the other entrances/exits plus 8 to patrol the event).

- (4) Organizations are responsible for maintaining control of members and guests at their events, including identifying and eliminating high-risk behaviors. Organizations should notify UAPD at 205-348-5454 of potential problems and/or legal violations. Appropriate emergency contact information must easily available on a visible bulletin board at the event.
- (5) Organizations hire security personnel for security reasons. UAPD must be contacted immediately (205-348-5454) anytime law enforcement is needed to deal with uninvited guests who will not leave or if any of the following occur:
 - (a) Violation or suspected violation of the law;
 - (b) Deployment of force (e.g. physical, pepper spray, etc.);
 - (c) Injury(s) or other medical issues;
 - (d) Violation of any applicable University policy or procedure;
 - (e) Discharge of a fire extinguisher;
 - (f) Number of attendees at the event exceeds fire code occupancy limits, on-campus housing occupancy limits, or the estimated number of participants identified in the organizations event registration (whichever number is smaller); or
 - (g) Life-safety device (e.g. fire alarm, smoke detectors, emergency exit lights, etc.) is damaged or disabled.
- (6) Security personnel are prohibited from carrying firearms or any potentially lethal weapon.
- (7) Security personnel must be present at least one (1) hour prior to an event and one (1) hour after an event concludes. Security personnel should provide assistance to the organization to ensure that crowds disperse no later than 30 minutes after the event ends.
- (8) At least five (5) monitors within the student organization, who are clearly identifiable and distinguished from other guests, must be available to assist with access and be available immediately to the security personnel. These individuals must be at least 21 years of age with full membership and *must remain sober during the event*.
- (9) Student organizations should meet with the security personnel who will attend the event prior to the event to go over the additional expectations for the event including access control. Organizations are responsible for assisting security personnel with uninvited guests and crowd control around the door.
- (10) Student groups will be responsible for providing any specific instructions to security personnel; such information must conform to University policy as well as the rules, by-laws and requirements of any inter/national organization affiliated with the student organization. Please see Appendix A for a sample security template.

E. Structures, Inflatables, and Amusement Devices

- (1) Inflatables and amusement devices are prohibited at all registered social events.
- (2) Structures are prohibited at all registered social events. However, in some limited situations, a structure may be allowed if:
 - (a) The structure is a tiki hut, bar, bar table, or canopy that has been purchased from and installed by an appropriate dealer or rental agency, or, alternatively, constructed by a licensed/bonded/insured contractor;
 - (b) The structure is a stage that will be used only for the band/DJ and it is installed by an appropriate dealer or rental agency;
 - (c) The structure is a stage constructed by a licensed/bonded/insured contractor, but moved from the organization's house and placed on stable and level ground may also be permitted.
- (3) Under certain circumstances, the University may entertain the possibility of a permanent

structure such as a stage or deck at a house where the organization has exclusive use of the property. All requests for consideration of a permanent structure at on-campus social/fraternal student organization housing should be coordinated with the submission of a Project Initiation Request submitted to the Office of Fraternity and Sorority Life.

- (4) The student organization shall assume all of the expenses and liability arising from, relating to, and connected with the design services, materials, contract labor, building permits, inspection, personal or property damage connected with the structure, use, materials disposal or any other costs or expenses related to or arising from the design, construction and removal of any approved permanent structures or temporary stages, tiki huts, or bar tables, as allowed herein.
- (5) Structures must only be utilized for their original purpose and in condition found at the time of approval. Structures should also not be moved to an alternate location after the organization's health and safety check, as that could have an impact on space and guest capacity.

F. Other Requirements

- (1) All organizations that have oversight from local, state, or inter/national governing bodies are solely responsible for complying with the requirements of those bodies.

IV. SWAPS

In addition to the University's requirements for social events, the following also apply to any social event registered as a "swap" with the Office of Student Involvement through the online event registration form:

- A. Both participating student organizations must sign a Swap Contract and submit it through the online event registration form.
 - (1) No proxy signatures are permitted on Swap Contracts or any other form of documentation required for the online event registration process. Students must sign any and all documents themselves. If signatures are deemed to be forged, the document will be rejected and the associated event may be canceled. Further, the involved organizations and/or students may be referred to the Office of Student Conduct.
- B. No event shall be vulgar or offensive in theme.
- C. There shall be no inappropriate conduct that violates the law or University policies before, during, or after the swap, including hazing or sexual misconduct as those terms are defined in the University's Code of Student Conduct, Sexual Misconduct Policy, and Hazing Policy. Such inappropriate conduct may subject the individual(s) and/or organizations taking part in the conduct, as well as any individuals that allow or direct the conduct, ***to criminal and/or civil liability along with significant Code of Student Conduct sanctions.***
- D. **Alcohol is not permitted at New Member Swaps.**
- E. Events are allowed to begin no earlier than 7:00 p.m. and end no later than 11:00 p.m.
- F. Any swap participant or attendee who appears overly intoxicated upon arrival or at any time during the event should be removed from the event immediately. If an individual is non-responsive or there is any alcohol or substance abuse related health concern, a call should be placed to 911 immediately. Organizations are responsible for the safety and actions of all guests upon entry to an event. Organizations are encouraged to utilize the University of Alabama's Medical Emergency Assistance Policy for any student in need of medical assistance.
- G. At least five (5) monitors over the age of 21 from each organization must attend each swap and

remain sober while monitoring the behavior and maintaining the safety of the swap event attendees from their respective organization to ensure the requirements set forth herein are followed. Monitors should be clearly identifiable and distinguished from other guests, must be available to assist with access, and be immediately available to security personnel or law enforcement.

- (1) For New Member Swaps, the five (5) monitors must be executive officers.
 - H. If a swap participant feels their rights have been violated in any way, they should contact UAPD (348-5454), the University's Title IX coordinator (348-5496), and/or other appropriate University officials as identified on the University's website (<http://www.titleix.ua.edu/report-a-violation.html> or <http://www.ua.edu/uact/>). Each participating organization must make its members and pledges aware of their reporting rights and available reporting options prior to the start of the swap by, among other things, forwarding a copy of the fully executed Swap Contract to its existing members and pledges. Retaliation against someone reporting a potential violation of the law or University policy is strictly prohibited and may subject the retaliator to Code of Student Conduct sanctions as well as civil and/or criminal liability.
 - I. If it is found that a violation of law or University policy occurred at the swap, any student who committed the violation, directed the violation to occur, did not make a good faith effort to prevent the violation, or, if unable to prevent it, failed to properly report the violation may be found in violation of the Code of Student Conduct and, depending on the violation, risks potential criminal/civil liability.
 - J. **An organization or its members that refuses to swap, or threatens to socially boycott another organization due to an organization pursuing opportunities available to all student such as Student Organization Seating, or being open to membership consisting of different races, colors, religions, national origins, sexes (including sexual orientation, gender identity, and gender expression), ages, veterans statuses, or disability may be referred to the Office of Student Conduct.**
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V. USE OF ALCOHOLIC BEVERAGES AT SOCIAL EVENTS

- A. Requirements of Sponsoring Organizations: A student organization that is hosting or sponsoring a social event at which alcoholic beverages will be consumed shall comply with the following requirements:
 - (1) OPEN PARTIES, meaning those with unrestricted access by non-members of the organization, without specific invitation, where alcohol is present, are forbidden.
 - (2) Comply with all noise limitations, ending or concluding times, social event registration requirements, and all other applicable guidelines regulating social events.
 - (3) Form a risk management committee with a minimum of five individuals that will remain sober and serve as a monitor at an event. They must be active members of the organization (i.e. no associates, pledges, or new members).
 - (4) Provide and make available throughout the event to members/guests water and other non-alcoholic (alternate) beverages as well as sufficient portions of snack foods to satisfy the members and guests expected to attend the event in a location that is viewable and accessible by guests.
 - (5) Adopt and implement a plan or method that is not easily manipulated to identify, such as by stamp or other appropriate device, each member/guest in attendance who is twenty-one (21) years of age or older.
 - (6) For the duration of a social event provide and have available transportation by taxi or other similar means for members/guests who are visibly intoxicated or who request

transportation.

- (7) Social events at which alcoholic beverages will be present shall be sponsored, hosted or held on a “bring your own beverage” (BYOB) basis. Organizations wishing to make alcohol to members and guests who are of legal drinking age may do so by hiring a licensed, third-party alcohol vendor to operate a cash only bar. Common sources are prohibited at social events.
 - (8) Alcoholic beverages may be brought to an approved BYOB social event by a member or guest for personal consumption, as long as access is restricted (e.g. ticket check system or locked cooler). All BYOB must be in compliance with FIPG (Fraternal Information and Programing Group) BYOB polices, including but not limited to, a guest may only bring a maximum of six (6) twelve (12) ounce cans/plastic bottles of beer/wine coolers/malt beverages. Beverages with an ABV over 15%, and/or beer and malt beverages that are produced containing a combination of caffeine and alcohol, are not permitted at BYOB events.
 - (9) Beverages with an ABV over 15% and/or beer and malt beverages that are produced containing a combination of caffeine and alcohol, may only be served by a licensed and insured third party vendors in compliance with all UA policies and local, state, and federal laws related to the sale of alcohol.
 - (10) The sale and/or distribution of alcohol must cease no later than thirty (30) minutes before the scheduled conclusion of an event.
 - (11) During social events, guest and members are not permitted to consume or possess beverages contained in glass bottles. Organizations will be cited if glass bottles are found to be in and around the event area.
 - (12) The sponsoring organization will comply and ensure all event attendees comply with applicable laws and University policies relating to the possession, distribution, and use of alcohol.
 - (13) No alcoholic beverages may be purchased through or with social/fraternal organization 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.
 - (14) 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.
 - (15) The sponsoring organization will develop and implement appropriate training for all members of their organization on the Social Event Guidelines, University alcohol policies, and state/local laws relating to alcohol. The dates and a description of such training, including who attended and materials shared, must be provided to and approved by the Office of Fraternity & Sorority Life or Office of Student Involvement at the beginning of each academic semester before a social event involving alcohol is registered.
 - (16) No organizational or philanthropic fund-raising event will be approved if alcohol is present. Any event that has an admission charge will be deemed fund-raising and require additional security. The organization is responsible for the expense of the additional security.
 - (17) All recruitment, rush or membership intake activities associated with any organization will be non-alcoholic.
 - (18) Hosts of social events and their guests are expected to abide by all Federal, State, and Local Laws (including those governing Alcohol Consumption and Distribution).
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Appendix A: Sample Security Check List

TO THE ORGANIZATION PRESIDENT:

When applicable, your organization/chapter will be in compliance with the risk management polices of your inter/national organization. Any organization hosting an event at which alocohol is present must privde security for that event. Security should be provided with a copy of the Social Event Guidelines. Depending on the nature of the event and the estimated crowd, security may or may not be required for events without alcohol. At least five (5) monitors within the student organization, who are clearly identifiable and distinguished from other guests, must be available to assist with access and be available immediately to the security personnel. These individuals must be at least 21 years of age with full membership and *must remain sober during the event*

THE VENDOR MUST:

1. Be properly licenced by the appropriate local and/or state licencing agency, and have been approved by the Office of Risk Management’s Approved Vendor Secruity Vendor Program. **COPIES OF LICENSES, INSURANCE DOCUMENTS, AND APPROVAL FORMS MUST BE UP TO DATE AND ON FILE WITH THE UNIVERSITY OF ALABAMA’S OFFICE OF RISK MANAGEMENT.**
2. Agree to support all local, state, and federal laws in addition to all University of Alabama policies dictating the appropriate management of social events as found in the Social Event Guidelines.
3. The Vendor agrees to execute their responsibility in compliance with the Social Event Guidelines or Organization’s specific risk management plant, whichever is more restrictive, including but not limited to:
 - a. Checking Identification cards of all guests upon admission to the event.
 - b. Managing the entrance of the event, and ensuring the event does not exceed posted occupancy limits.
 - c. Contacting UAPD or Local Law Enforcement in the event that criminal behavior or activites are observed.
 - d. Providing the appropriate number of officers in compliance with this policy, at a minimum providing two (2) officers at the entrance, one (1) officer for each additional exit, and one (1) officer for every fifty (50) attendees.
 - e. Ensuring that only individuals listed on the provided Invitation List are permitted into the event. Any individual who is not listed on the Invitation list that is admitted, must be immediately added to the invitation list by a specific host organization member as one of their maximum three (3) guests. Should the member already have listed or admitted three (3) guests, then another member must submit the individual onto the invitation list, or the guest shall not be granted admission into the event.
 - f. Assist the host organization in the dispersion of any guests/attendees from the event area so that the space is cleared no more than 30minutes after the scheduled conclusion of the event.

This form must be singed and dated by both the organization president and vendor. In doing so, both parties understand that through compliance with these conditions the organization will be adhering to the Social Event Guidelines. This form must be submitted with the event registration prior to the event receiving final approval.

(Organization President’s Signature)

(Date)

(Vendor’s Signature/Company)

(Date)