

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, 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 this policy, 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.
- D. **“Student Groups,” “organization”** or **“student organization”** means any group of students who have complied with the University’s formal requirements for recognitions as a student organization.
- E. **“Common Source”** shall mean any alcoholic beverage (beer, wine, or liquor) 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. A common source shall not include “cash bars” operated by a state licensed third party or an alcoholic beverage brought to a social event by a member or guest for personal consumption. Common sources are prohibited at social events.

II. REGISTRATION OF SOCIAL EVENTS

A. Conditions Requiring Registration

- (1) Social events to be registered with the Office of Student Involvement include, but are not limited to, the following:
 - a. Band parties or any social event featuring live or recorded musical entertainment;

- b. Swaps; formals; theme parties; step performances and other events as specified;
 - c. Events involving 50 or more attendees in addition to the organization members;
 - d. Events utilizing an expansive area of campus property;
 - e. Events creating potential traffic congestion; and
 - f. Events presenting a potential health or safety hazard.
- (2) The University reserves the right to limit the number of events requiring UAPD or approved security personnel assigned by the Office of Student Involvement based on the number of events scheduled at a given time. In addition, UAPD reserves the right to disallow any security personnel or vendor from operating on campus at its sole discretion.
 - (3) 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.
 - (4) Registration with the Office of Student Involvement of a social event is the sole responsibility of the student organization(s) sponsoring the event.

B. Additional Approvals

Any events held in/on University residence hall(s), grounds, apartments, or University contracted housing must seek additional approval from the Executive Director or Director of Housing and Residential Communities (HRC) within five (5) business days in advance of the event. All residence hall events must be sponsored by HRC or RHA. 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 five (5) business days in advance of the event.

C. Registration Process

All social events must be registered online through the Office of Student Involvement event registration system, **one week (7 calendar days) prior to the date the event is scheduled to take place.**

- (1) **Events registered less than seven (7) calendar days prior to their scheduled date may not be approved, regardless of the amount of money the group has already invested in the event.** If an event registered after the deadline 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 (e.g. Event for group with 50 members is registered 5 calendar days from date of the event. If allowed to go forward, group will owe \$500 fine (\$5 fine x 50 members x 2 days late)). This fine will be increased by \$5 per member with each subsequent late registration (e.g. second late registration for sample group above is \$10 fine x 50 members x 2 days late = \$1,000 fine). Each group's late fine calculation will be reset at the start of each academic year.
- (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.**
- (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) If alcohol is going to be present at the social event, then the organization must pay \$175 alcohol fee for each event that is registered.
- (5) All organizations that lease and/or own property on the UA campus are required to have health and safety inspections prior to approval for each registered social event. Following receipt of a properly approved social registration form, Health and Safety 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 the Office of Health and Safety at 348-5905 to set up these inspections. (<http://ehs.ua.edu>)
- (6) For any social event at which individuals present are not members of the sponsoring organization(s), an **accurate** guest list must be maintained during the event and submitted to the Office Student Involvement no later than 72 hours after the event. If a proper guest list is not submitted within 72 hours, there is a \$100 per day fine, up to a maximum fine of \$500. Repeated failure to submit a proper guest lists may result in disciplinary action, which includes loss of social privileges, loss of preferred seating at University events, and/or referral to the appropriate conduct body.

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 those Thursday social events involving alcohol, consumption of alcohol will only be permitted between 5:00 p.m. and 1:00 a.m.
- (2) Events with alcohol cannot last for longer than a four (4) hour time period.
- (3) Multiple events with alcohol cannot be registered on the same day, without including a minimum three (3) hour break between the events (e.g. an event with alcohol beginning at 1:00pm and ending at 5:00pm, the earliest another event can be registered with alcohol would be 8:00pm).
- (4) Multiple events occurring on the same day, but at different times require a separate registration and approval for each event.
- (5) No social event may be registered during the five (5) day period preceding or for the duration of final exams for the fall and spring semesters or during the two (2) day period of the summer term.
- (6) No social events may be registered when the University of Alabama is closed for regular business, nor for the seven (7) 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.	2:00 a.m.	5:00 p.m.	2:00 a.m.	5:00 p.m.	Midnight	Yes
Saturday	Noon	2:00 a.m.	Noon	2:00 a.m.	Noon	Midnight	Yes
* Alcohol is not allowed at philanthropy events or any event where an admission fee is charged.							

B. Guests

- (1) Social events sponsored by student organizations must be limited to members and invited guests with valid identification (ID). Individuals attending high school or younger are not permitted at registered social events with alcohol.
- (2) 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.
- (3) Any form of public advertising off-campus 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.
- (4) Student organizations must check and confirm that websites and other social media resources, such as those used by the musical act, are not disclosing any details on events hosted by the organization.
- (5) Organizations must take appropriate measures to ensure that the crowd does not exceed fire code capacity specifications set by the Health and Safety Office or other appropriate official. Organizations should work with Health and Safety Office to determine maximum capacity for each event based on the scope of the event 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.
- (6) 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 loiters.
- (7) All registered social events shall be by invitation only. Open parties are expressly prohibited. An "open party" shall mean the hosting or sponsoring organization has no desire to control who enters and participates in the event and/or does not have a reliable method to check IDs, maintain a guest list, or limit access by non-members.

C. Decorations and Physical Facilities

- (1) Any construction for social events must be approved by the Office of Health and Safety and Office of Risk Management and must be in compliance with these Social Event Guidelines.
- (2) No pools of any type or size will be allowed at any time.
- (3) Groups decorating for parties are not allowed to use bamboo that has not been commercially grown. Please check with Health and Safety personnel or the Office of the Dean of Students if there are any questions.
- (4) Construction may begin no earlier than one week (7 calendar days) prior to the event.
- (5) All front yard remnants/decorations of 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 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. sand, lumber, flags, front yard fences/tarps, etc.).
- (6) Should the fire alarm go off 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.
 - (7) 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.
 - (8) 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) All organizations at the University are required to contract with 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 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 <http://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 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 (348-5454) anytime law enforcement is needed to deal with uninvited guests who will not leave or if any of the following occur:
 - a. 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. a violation of any applicable University policy or procedure;
 - e. discharge of a fire extinguisher;
 - f. the number of attendees at the event exceeds fire code occupancy limits or the estimated number of participants identified in the organizations event registration (whichever number is smaller);

- g. disabling or damage to a life-safety device (e.g. fire alarm, smoke detectors, emergency exit lights, etc.).
- (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. Bands and DJs must stop playing at the event ending time.
- (8) An officer within the student organization must be available to assist with access and be available immediately to the security personnel. This individual must be at least 21 years of age and *must remain sober during the event*.
- (9) 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.

E. Structures, Inflatables, and Amusement Devices

- (1) A “structure” is something that could be erected for use at a social event and includes, but is not limited to, stages, boardwalks, tiki huts, canopies, viewing platforms, decks, temporary walls, bars, and bar tables. Lawn/house decorations or signs/banners to promote events are not considered structures.
- (2) “Inflatables” and “amusement devices” are 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.
- (3) Inflatables and amusement devices are prohibited at all registered social events.
- (4) 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. Stages that will be used only for the band/DJ that were originally purchased from and installed by an appropriate dealer or rental agency, or, alternatively, constructed by a licensed/bonded/insured contractor, but have been moved from the organization’s house and placed on stable and level ground may also be permitted.
- (5) 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 should be coordinated with the submission of a Project Initiation Request submitted to the Office of Fraternity and Sorority Life.
- (6) The 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.

F. Other Requirements

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:

- A. The participating student organizations must complete a Swap Contract and submit it to the Office of Student Involvement when they register the event.
- 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. No hard liquor should be present at a swap event and no alcohol shall be provided to any individual under the age of 21.
- E. Events are allowed to begin no earlier than 8:00 p.m. and end no later than 1:00 a.m.
- F. Any swap participant or attendee who appears overly intoxicated 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.
- G. At least three (3) officers from each organization must attend each swap and remain sober while monitoring the behavior of the swap event attendees to ensure that a safe environment is maintained and the requirements set forth herein are followed. 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.
- H. 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.
- I. **If it is found that a violation of the foregoing occurred at the swap event, the participating organizations will each be assessed a \$5,000.00 fine and lose social event privileges that involve alcohol for one full Academic Calendar Year.**
- J. **Should it be found that an organization refuses to swap, or threatens to socially boycott another organization due to an organization 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 will be referred to the Office of Student Conduct for adjudication and sanctioning.**

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) Comply with all noise limitations, ending or concluding times, social event registration requirements, and all other applicable guidelines regulating social events.
 - (2) Form a risk management committee with a minimum of five individuals that will remain sober at an event. They must be active members of the organization (i.e. no associates, pledges, or new members).
 - (3) 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.
 - (4) Adopt and implement a plan or method 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.
 - (5) 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. Post signs with taxi service contact information at the main exit of the party.
 - (6) Social events at which alcoholic beverages will be present shall be sponsored, hosted or held on a “bring your own beverage” (BYOB) basis or shall incorporate a licensed, third-party alcohol vendor. Common sources are prohibited at social events.
 - (7) During social events, guest and members are not permitted to consume beverages contained in glass bottles. Organizations will be cited if glass bottles are found to be in and around the event area.
 - (8) 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.
 - (9) 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.
 - (10) 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.
-