Indiana University Office of Sorority and Fraternity Life Social Events Policy

I. SCOPE

This policy applies to all events as defined in this policy, including events with alcohol, hosted or sponsored by a Greek Organization ("GO"), or sorority and fraternity whether held on Indiana University ("IU" or "University") property or at another location such as a Housed Greek Organization ("HGO"), third-party venue or other location off-campus. This policy represents IU's minimum expectations for events, including events with alcohol hosted or sponsored by a GO, as well as events sponsored by a sorority or fraternity governing council. More stringent policies or requirements may be imposed by the GO itself or the GO's inter/national headquarters, so long as such policies do not conflict with this policy.

II. GENERAL INFORMATION

This policy operates in conjunction with, and does not supersede, any applicable local, state, or federal laws and regulations; the Indiana University Office of Sorority and Fraternity Life Recognition Policy; the Indiana University Student Organization Policy; the IU Code of Student Rights, Responsibilities, and Conduct ("Student Code"); any applicable inter/national headquarters organization-specific policies and procedures; or any other applicable IU policies and procedures. The GO is responsible for ensuring compliance with such laws and policies by its members and guests at all events for which the GO is a host or co-host, including events in collaboration with other organizations. IU and the Office of Sorority and Fraternity Life ("OSFL") will not approve or monitor these events; however, OSFL will respond to any reports of the GO's failure to comply with this policy.

III. DEFINITIONS

a. **Attendance List:** List of individuals who were present and attended an event. The attendance list should be created using the guest list, including who attended the event with the date/time of check in/check out. Only one document for all co-hosting organizations should be used to track attendance.
b. **Co-Host:** Sorority or Fraternity Organization that assists with planning an event as a partner. This role does not take the primary lead in planning and/or supporting the event.
c. **Event:** A function or gathering with or without alcohol including, but not limited to, paired events, events at third party vendors or off-campus, date parties, day parties, formals, special events (e.g. Family weekends such as "Mom's Weekend or Dad's Weekend, tailgates, philanthropy events, brotherhood/sisterhood events) and/or events with 500 or more attendees. Any philanthropy event with 500 or more attendees must also be registered through the Large Event Process
d. **Event with alcohol:** Any event where alcohol is consumed or distributed during the event. Events with alcohol have additional expectations identified throughout this policy. Any brotherhood/sisterhood event with alcohol must follow the event notification expectations outlined below.
e. **Event Monitor:** Member of the organization who is responsible for ensuring compliance with OSFL and chapter policies and procedures at social events. They should be available to provide support and assistance to ensure the health and well-being of members during a social event.
f. **Event Notification:** Notification submitted to OSFL that an organization is co-hosting an Event.
g. **GO:** Greek Organization or sorority/fraternity.
h. **Guest List:** List of individuals who are invited to an event.

i. **HGO:** "Housed Greek Organization" is an organization that has members reside in a facility located within campus Clery geography and must follow the University Recognized Housing Policy.
j. **High-Profile Performers:** Any hired entertainer identified as "high-profile" or with a significant following that requires additional logistical support (e.g. production equipment, security, staging, etc.), and who has is entering into a contractual agreement for providing entertainment to the organization.
k. **Host:** Greek Organization that provides entertainment by planning an event at the HGO or at a third-party vendor. The primary organization is considered the "host". Additional partners of the event are considered a "co-host".
l. **Large Event:** Any event or philanthropy event with 500 or more planned or expected attendees and/or guests. Large events have a maximum attendance of 1000 total attendees.
m. **SGSO:** Self Governing Student Organization or sorority/fraternity.
n. **UERC form:** University Event Registration Committee form must be completed at least three days prior to the event.

IV. EVENTS

The GO has a responsibility to create and maintain a safe environment for its members and guests during all events. To host or co-host an event, the GO must abide by the following provisions.[1]

A. Event Guidelines and Limitations
1. Dates and Times of Events:
    a. To maintain a supportive academic environment, events with alcohol, events with High-Profile Performers, and Large Events, whether on or off-campus, are only permitted between Thursday at 12:00 pm EST through Sunday at 5:00 pm EST, subject to the guidelines and limitations contained in this policy.
    b. No events with alcohol may be held during the University's Welcome Week (this includes the week and weekend before the start of fall semester), finals week, or during other times when class is not in session.
    c. Events without alcohol (e.g brotherhood/sisterhood, Ritual services and ceremonies, lectures, service and philanthropy events, etc.) can take place outside of the date and time restrictions.
    d. Events with alcohol are permitted to occur Monday through Wednesday only during the weeks of Homecoming and Little 500. Events on these days must end by midnight and are limited to two hosting GOs (e.g. one fraternity and one sorority) with no additional guests.
    e. Events with alcohol are only permitted between Thursday at 12 pm and Friday at midnight the weekend before finals week.
2. Event Size:
    a. No more than four GOs (e.g. two sororities and two fraternities) may co-host an event with or without alcohol.
    b. All events with alcohol at the HGO facility or on campus are limited to less than five hundred attendees.
3. Events with High-Profile Performers or Large Events:

[1] The term "host" will be used below in reference to both individual and co-sponsored/hosted events.

a. If the GO is interested in hosting or co-hosting an event with over 500 attendees OR any type of concert, including a High-Profile Performer, on campus or at their chapter facility, at any time during the academic year, including Homecoming Week, Little 500 Qualifications, or Little 500 Week, the GO must follow the university event request processes and submit a High Profile Performer/Large Event Interest Form by the due dates posted on the OSFL website.
b. Each GO is required to follow guidelines outlined in the Social Events Policy and the University Recognized Housing Policy. The GO must complete all requirements for Events with High-Profile Performers and Large Events. GOs are also required to follow Council specific guidelines and expectations for Large Events and Events with High-Profile Performers.
c. Contracts with High-Profile Performers may not be signed until the first planning meeting with representatives from the Campus Space Reservation Committee takes place where event policies and guidelines are reviewed. GOs should provide their Headquarters a copy of the contract for review to ensure it complies with their organization's risk management policy prior to signing the contract.
d. GOs are limited to co-hosting Large Events and events with High-Profile Performers with other registered student organizations. They are not permitted to co-host a Large Event/event with High-Profile Performer(s) with a non-GO, or non-registered student organization.
e. Events with outside promoters are not permitted at chapter facilities.
f. Members and officers of the GO hosting the event must be the lead organizer(s) and coordinator(s) of the event.
g. GOs on elevated disciplinary probation or who have been found responsible for violating the OSFL Large Events/Events with High-Profile Performer process within the last calendar year may not be permitted to Host or Co-Host Large Events/events with High-Profile Performers.
h. Members and officers of the GO(s) hosting the event will be required to meet with the Campus Space Reservation Committee or a representative from the committee at least one month prior to the event and must attend all required meetings with the Campus Space Reservation Committee. Co-hosts are also encouraged to attend the Campus Space Reservation Committee meeting(s). GOs must submit a formal letter from a Headquarters representative stating that their Certificate of Insurance (COI) covers the Large Event/event with High-Profile Performer or obtain special event insurance for the event. GOs must contact their Headquarters and/or their insurance provider at least 60 days prior to the event to ensure they have coverage for the event.
i. GO(s) must identify and submit at least two emergency contacts for their organization for Large Events/Events with High-Profiler Performers. The live-in advisor/house director must be present during the event.
j. If an event is expected to be a Large Event with five hundred (500) or more total attendees, the event must have at least five (5) trained and licensed security guards, with a minimum ratio of 1 security guard per 100 attendees. There must also be at least 1 Event Monitor and/or Security Guard per 20 attendees at an event. For events that take place on-campus or in University Recognized Housing, all security hired to work at the event must be on Indiana University's

approved vendor list. Depending on the nature of the event, the Campus Space Reservation Committee may waive or alter the requirement for licensed security if alcohol is not present for events under 500 total attendees.

2. B. Event Notification

Each GO must provide notice to OSFL when planning to host or co-host any event, whether with or without alcohol. These events include but are not limited to: events with or without alcohol, paired events, events at third party vendors (e.g. date parties, formals), special events (e.g. parents/dad's/mom's weekends, tailgates, philanthropy, brotherhood/sisterhood), and/or Large Events. GOs may not co-host events with suspended organizations, with organizations whose social restriction status prohibits such events, and with organizations that are on Cease and Desist. The Office of the Vice Chancellor for Student Life reserves the right to prohibit any activities at a proposed event that are in violation of university policy, local, state, or federal law, or that endanger student health and safety.

The GO must follow the below process for providing notice to OSFL:

1. For each event the GO intends to host or co-host, the GO must submit an event notification form to OSFL through BeINvolved by 11:59 pm EST by the Sunday prior to the event. Chapter leadership is expected to communicate and review all event notifications with their chapter advisor before the event notification is submitted.
2. The GO understands that it must also comply with all other applicable university event notification and/or registration policies for GOs.
3. For Large Events or Events with High-Profile Performers, the GO must submit an interest form by the relevant deadline. For events that will take place during Homecoming week or the Fall semester, the interest form is due September 1. For events that will take place during Little 500 Qualifications, the interest form is due January 15. For events taking place during Little 500 Week or Spring semester the interest form must be submitted by February 1. All dates will be posted on the OSFL website prior to the annual policy review meeting in August.
    a. Philanthropy Events with 500 or more attendees can be submitted four weeks prior to the event for the Campus Space Reservation Committee to review.
    b. Additional documentation is required for Large Events and events with High-Profile Performers. Documentation due dates will be determined by the Campus Space Reservation Committee Chair and will be communicated with the primary host organization.
    c. Organizations are prohibited from hosting Large Events or Events with a High-Profile Performer on-campus or at an HGO on the Saturday of Homecoming Weekend or the Saturday of Little 500 weekend due to the other large campus events scheduled to take place those weekends.
    d. The Office of Vice Chancellor for Student Life reserves the right to prohibit any Large Event or events with high-Profile Performers for any GO that fails to submit documentation by the required due date set by the Campus Space Reservation Committee. The GO will be responsible for all fees associated with cancellations due to non-compliance with OSFL and University Policies.
4. For events during the weeks of Homecoming and Little 500, the GO must submit an event notification form to OSFL through BeINvolved by 11:59 pm EST two Sundays prior to the event.

5. Any organizations selling tickets for on-campus events must follow university policies regarding ticketing. Tickets for events on and off-campus should not exceed the capacity of the space.
6. If more than one deadline applies to the event, notice of the event should be submitted by the earliest deadline listed.
7. Each GO hosting or co-hosting an event must separately submit the event notification form to OSFL through BeINvolved.
8. If the GO plans to host any events within campus spaces, all applicable event notification forms must be submitted in addition to the OSFL event notification form.
9. Failure to submit required documentation on time may result in the GO's inability to host or co-host the event, and may result in a fine from OSFL or their respective Council at the following rates:
    a. Chapters with 1-50 members: $50
    b. Chapters with 51-100 members: $100
    c. Chapters with 101+ members: $200
10. Failure to submit event notification on time may result in additional fines, social restrictions and/or referral to the Office of Student Conduct or the organization's respective council judicial board.
11. Requests for fines or social restrictions to be waived should be submitted to the Assistant Dean for Sorority and Fraternity Life with an explanation and any documentation supporting the request.

C. Attendance

The GO must adhere to the following requirements related to attendance at any event.

1. Events with Alcohol are required to have a guest list.
2. Organizations hosting events on-campus that are open to the public, must maintain a copy of the attendance list.
3. The GO should not permit any non-student under the age of 18 at events with alcohol unless they are a current member of the GO, or their parent/guardian is also present.
4. Chapter advisors and/or live-in advisors are encouraged to be present and/or available to chapter members for consultation during social events in case any issues arise.
5. The GO must provide a copy of the guest and attendance list, for any event upon the request of the Office of the Vice Chancellor for Student Life, the Office of Student Conduct, or OSFL. The GO must maintain records of the guest and attendance list for two years following the event.
6. Attendance at events will be limited to the capacity of the space being used (ex. event venue, chapter house, courtyard) as determined by the Bloomington Fire Department, Indiana University Fire Inspectors (INLOCC) and/or any other government entity with authority and jurisdiction to establish and enforce occupant load under applicable laws, rules, and regulations. If GOs are unsure of the capacity of the space, they should contact BFD to request an inspection of the space.

D. Maintaining a Safe Environment

The following guidelines have been created to promote the GO's ability to maintain a safe environment for members and guests. Each GO hosting or co-hosting the event is responsible for having non-alcoholic beverages (water) and food (chips, pretzels, cookies, crackers) available for attendees. The water and food station should be in a well-lit area for accessibility purposes.

1. Event Monitors/Security:
    i. The GO must provide event monitors or paid/private security for each event hosted or co-hosted by the GO at a minimum ratio of one (1) monitor for every twenty (20) attendees. For events that take place on-campus or in University Recognized Housing, all security hired to work at organization events must be on Indiana University's approved vendor list.
    ii. Each GO that is hosting or co-hosting an event, must provide the adequate number of event monitors to assist in protecting the safety of members and guests.
    iii. All students serving as event monitors must have completed OSFL's Event Monitor Training within the current academic year prior to serving in this role at an event. Event Monitors must not be under the influence of alcohol, illegal drugs, or any other substance that might impair the monitor's awareness. The chapter is responsible for ensuring that event monitors have completed the training for the academic year prior to serving this role and shall maintain lists of event monitors for each social event and submit to OSFL upon request.
    iv. First-year students and/or first-semester members of the GO cannot make up more than 50% of the event monitors for an event.
    v. At least one event monitor should be a current member of the Executive Board Committee.
    vi. This requirement does not otherwise hinder the GO's ability to hire paid security guards for events consistent with the requirements of the GO's national organization.
2. All events must be compliant with fire codes and local amplified sound restrictions, such as the City of Bloomington's noise ordinance and respective on-campus policies where applicable. Noise Violations will be addressed through the OSFL/OSC Noise Process and in accordance with IUPD citations.
3. Wild and exotic animals are not permitted at social events.
4. Events with Attractions and Amusement Devices (e.g. bounce house or game, dunk tank, mechanical bull, inflatables, lighting, etc.)
    i. The GO must submit an event request on BeINvolved for any events taking place on-campus or at the HGO with these items. The GO should obtain a current certificate of insurance from the vendor. For events taking place on campus, contact INLOCC regarding certificates of insurance. If the event is taking place at the HGO, the certificate of insurance should list the GO as the certificate holder. (The HGO should contact its Headquarters and review its risk management policy to ensure that this type of event is covered under the GO's general liability insurance.)
    ii. The GO must obtain consent forms from all participants and monitor the use of such items. All participants must be able to give consent when signing the waiver (e.g. they must not be under the influence of alcohol and/or drugs).
5. Events held at a HGO are subject to all guidelines for maintaining a safe environment outlined in the University Recognized Housing Policy, including Appendix A.

E. Provision of Alcohol

1. Purchase of alcohol:
    a. The GO may not use organization funds to purchase alcohol for events.
2. Service of alcohol:

i. Per state law, the GO may not serve alcohol to anyone under the age of 21.
ii. Verifying proof of legal drinking age is the sole responsibility of the GO(s) hosting or co-hosting the event in accordance with all applicable governmental laws and regulations. A standardized process for identifying persons who are 21 or over should be determined by the governing councils and communicated to GOs.
iii. It is the GO's responsibility to provide a sober bartender who is over 21 years of age.
iv. No alcoholic product above 15% alcohol by volume ("ABV") is permitted. Any canned/bottled alcoholic beverage may not exceed 12 fluid ounces.
v. No other type of alcohol may be possessed, consumed, or served at the event.
    a. Canned/ bottled alcoholic beverages must be served in the original, unopened can, or bottle.
    b. Wine may only be served if poured in plain sight.
    c. A GO, its inter/national organization, and/ or the House Corporation may ban or otherwise limit all forms of alcohol provided at events hosted by the GO or in their chapter facility. In the absence of such regulations, beer, canned/bottled alcoholic beverages (e.g. hard seltzers, wine coolers), and/or wine may be possessed or consumed by the GO's members or guests at an event, but only so long as those possessing and/or consuming alcohol are the age of 21 or over and are otherwise complying with state law and the GO's policies.

V. POLICY VIOLATION

Violation of this policy by the GO, its members, or its guests may subject the GO and/or its members to disciplinary action. Additionally, such violation could also result in the loss of benefits provided by the University pursuant to the OSFL Recognition Policy including the ability to register social events.