

**UNIVERSITY OF FLORIDA
DIVISION OF STUDENT AFFAIRS
J. WAYNE REITZ UNION/CENTER FOR STUDENT ACTIVITIES AND INVOLVEMENT**

**OFFICE OF SORORITY AND FRATERNITY AFFAIRS
EVENT GUIDELINES
FOR SOCIAL SORORITIES AND FRATERNITIES**

Social sororities and fraternities are committed to planning and executing enjoyable and safe events for their members and for the University community. To that end, every chapter has an obligation to execute programs or participate in events that further develop the ideals of friendship and personal growth. All events, whether service or social, must remain consistent with the highest standards of the Florida Greek Community.

Through the use of this document, social sororities and fraternities can help ensure safe and effective planning and execution of events on and off-campus.

COMPLIANCE

In addition to the program permitting process, social sororities and fraternities are also responsible for following the policies of their respective governing council. Furthermore, social sororities and fraternities at the University of Florida are required to follow all policies of the University as well as applicable local, state, and federal laws. In the event that discrepancies exist, the strictest policy shall apply.

PROGRAM PERMITTING

All on-campus events at the University of Florida sponsored by student organizations are required to have a permit. The permitting process is designed to provide a comprehensive and strategic approach to effective event management.

1. Log into the Student Organization Database and click on start a new program permit
2. Complete every section/page and then click submit
3. After receiving confirmation that your event permit has been initially reviewed, log back into the Student Organization Database and check to see what signatures are required for your permit as well as to print off all required forms
4. While some signatures can be electronically approved, it is your responsibility to contact all the necessary departments or people to get their approval for the event
5. Depending on the nature of the activity, organizations may be required to complete additional forms (for example: a DJ Form, Fire Safety Form, or Catering Form) and/or to submit additional documentation to the University [Center for Student Activities and Involvement, Office of Sorority and Fraternity Affairs (OSFA), University Police Department, or other offices or departments]
6. Once all required signatures are received and all necessary paperwork is complete, a meeting is required with the OSFA to conduct a risk management audit of the program and to get final approval
7. After obtaining final approval, the OSFA will provide you with the actual permit that must be placed at the entrance of your event.

EVENT REGISTRATION REQUIREMENTS:

While events hosted by social sororities and fraternities may be of several different types, (e.g., community service/philanthropies, social events, speakers, or tabling), for program permitting purposes, events have two categories: (1) On-Campus Events, and (2) Off-Campus Events. The requirements for an event are specifically dictated by the category that the event falls under.

Definitions:

On-Campus – University of Florida land and/or all chapter houses as defined by the Social Sorority and Fraternity Facility Policy

Off-Campus – All other locations

ON-CAMPUS EVENTS

Requirements:

1. The chapter's designated person, usually the Social Chair or Event Chairperson, will electronically submit a Program Permitting Form for approval (reference the Program Permitting section above for the step-by-step process).
2. Event attendance is limited to no more than the facility's capacity (as set by the Fire Inspector/Environmental Health & Safety). Depending upon the facility set-up and other related factors, the event capacity may be lower than the facility's official stated capacity.

On-Campus Events Without Alcohol

Requirements:

1. Alcohol must not be present nor in any way be connected with the subject event.
2. The event must be approved **at least three (3) business days** in advance for **closed events** (events that are restricted to the members of the sponsoring organization and their guests), and **at least ten (10) business days** for **open events** (events that are open to all UF students and their guests). However, since some events may require more time to process because of complexity or other factors, chapters are encouraged to electronically submit a Program Planning Form, obtain all signatures, and meet with the Office of Sorority and Fraternity Affairs (OSFA) staff at the earliest possible date.
3. Organizations are responsible for reasonable and prudent management and control of all aspects of the event at all times, including the behavior of individual members and guests.
4. Events must conclude no later than 1:45 a.m. with everyone out by 2 a.m.
5. Alcohol-free events whether open or closed, such as parties and philanthropies, may require security. **Security for the event must be approved by and coordinated through the University Police Department (UPD). The UPD at its discretion, shall approve the use of other law enforcement agencies and/or security personnel, such as Gainesville Police Department, Florida Highway Patrol, or the Alachua County Sheriff's Office. The determination on security requirements made by the UPD shall be final.**
6. **As a reminder, all recruitment/intake/new member events must be alcohol-free.**

Best Practice:

Prior to the submission of the Program Planning Form, the President of the chapter, Risk Manager, Social Chair and/or Event Chairperson is strongly encouraged to meet with the chapter advisor or her/his designee to discuss the logistics of the event.

On-Campus Events With Alcohol

Requirements:

1. All events with alcohol held on-campus or in a chapter house **MUST** be approved by the OSFA **at least 10 business days** in advance. However, since some events may require more time to

process because of complexity or other factors, chapters are encouraged to electronically submit a Program Planning Form, obtain all signatures, and meet with OSFA staff at the earliest possible date. **As a reminder, all recruitment/intake/new member events must be alcohol-free.**

2. Submit a **printed** guest list for the event to the OSFA **at least two (2) business days** in advance. The guest list must be **typed** and include the names of all guests. Required wristbands can be secured from the OSFA upon receipt of the guest list.
3. Organizations are responsible for reasonable and prudent management and control of all aspects of the event at all times, including the behavior of individual members and guests.
4. A copy of the typed guest list and valid Event Permit must be provided at the door entering the event.
5. Wristbands shall be distributed to event entrants who **meet the legal drinking age of 21**. All individuals entering the event must present a **valid photo ID**. The photo ID shall be used to verify the entrant's name and date of birth. Upon verification of identity, a wristband shall be placed on the entrant's wrist if age 21 or above; if the entrant is a guest, the person working the door will check off/highlight the entrant's name on the guest list. Organizational members (chapter members, alumni, members from other chapters of the sponsoring organization) do not have to be on the guest list.
6. Alcohol events must be BYOB or serviced by an approved third-party vendor. Chapters are not allowed to purchase alcohol with chapter funds; an individual or group of individuals are not allowed to collectively purchase and/or provide alcohol for an event (e.g. pass the hat, prepaid bar tab, or similar practice). However, chapters **are** allowed to pay for the labor costs associated with an approved third-party vendor with chapter funds.
7. For BYOB events, **THE LIMIT OF ALCOHOL PER PERSON OF LEGAL DRINKING AGE IS ONE SIX-PACK OF BEER (12 OZ. CANS). No glass or alternate containers will be allowed.**
8. All alcohol must be served from a designated distribution area. The designated distribution area must be in a common area on the first floor of the facility and clearly visible to security personnel. If the event is BYOB, all alcohol brought to the event must be turned in and held at the designated distribution area. The designated distribution area should be staffed by an active member of the chapter who is of legal drinking age (currently 21 years of age) and who has not consumed alcohol prior to or during the event.
9. The host chapter(s) shall provide non-salty foods as well as non-alcoholic drinks served in their original containers for all attendees. The proportion of non-alcoholic drinks must **meet or exceed** the proportion of attendees under the legal drinking age of 21.
10. Maximum occupancy of a facility is set by the Fire Marshall based on appropriate local or State code. However, attendance may be restricted below the approved occupancy level if there are significant safety, security, crowd management, or related concerns as determined by the Associate Director for Sorority and Fraternity Affairs or the University Police Department.
11. Events must conclude at 1:45 a.m. with everyone out by 2 a.m.
12. Events with alcohol may require security. **Security for the event must be approved by and coordinated through the University Police Department (UPD). The UPD at its discretion, shall approve the use of other law enforcement agencies and/or security personnel, such as Gainesville Police Department, Florida Highway Patrol, or the Alachua County Sheriff's Office. The determination on security requirements made by the UPD shall be final.**

Best Practices:

1. The President of the chapter, Risk Manager and Social Chair/Event Chairperson are strongly encouraged to meet with the chapter advisor to discuss the logistics of the event. During this meeting the chapter President, Social Chair, and advisor should **jointly** decide whether the event will be BYOB (6 12-oz. cans of beer per person over 21) or catered by a licensed third-party vendor (e.g., Classic Fare).

2. Any co-sponsored event must follow the policies of the organization with the strictest rules (e.g., co-sponsored IFC/NPHC event must follow the IFC guidelines).
3. A minimum of two officers from the sponsoring organization(s) must be present at the door. The officers who work the door may not consume alcohol prior to or during the event.

OFF-CAMPUS EVENTS

Requirements:

Off-campus events are not required to be registered with the OSFA. Off-campus events with alcohol must occur at a licensed third-party vendor (bar, restaurant, or similar operation).

When planning and executing off-campus events, social sororities and fraternities are strongly encouraged to use the on-campus event requirements and best practices as operating standards. In addition, chapters are advised:

1. To contact the Inter/National Headquarters to ensure that the event is covered by the organization's liability insurance and in compliance with all risk management policies.
2. That participation in off-campus events does not exempt organizations or individuals from local, state, federal, University, and Inter/National organization policies.
3. The Code of Student Conduct is applicable to individuals and registered social sororities and fraternities at off-campus locations and events as well.

OTHER UNIVERSITY OF FLORIDA RELATED POLICIES

SUMMATION OF THE ADVERTISING POLICY:

1. General Advertising Guidelines: <http://www.union.ufl.edu/involvement/studentOrgs/handbook>
2. Party Guidelines
 - a. Groups who have themed parties should take steps necessary to ensure that the theme is appropriate. Organizations are strongly urged to consider the "reasonable person" standard when selecting both a theme and the method of advertising. In other words, how would a "reasonable person" interpret or view what we are doing?
 - b. Advertising will not include any photos, themes or statements that are degrading or would suggest discrimination of any type.
 - c. All advertisement should indicate that "we reserve the right to limit attendance" at all events. In addition, advertisements must not mention the sale, use, or distribution of alcoholic beverages.

SUMMATION OF THE EVENT SECURITY POLICY

Social sororities and fraternities must take adequate precautions for the security of attendees at an event as determined by the University Police Department (UPD) staff in conjunction with the staff of the Center for Student Activities and Involvement/Office of Sorority & Fraternity Affairs (OSFA).

In general, the required number of security personnel for an event will be determined by UPD based upon projected attendance, time and location of event, description of activity planned, and the number of organizational personnel available to help monitor the event. The determination made by the UPD shall be final.

Other factors which will impact security needs are as follows:

- a. Advertising – Dependent upon the content and nature, advertising can either increase or reduce the need for security. Attendance which indicates that the admittance will be limited in number and/or restricted to UF students and their guests may reduce security needs.
- b. Closed versus Open Events – Closed events [restricted to the members of the sponsoring organization(s) and their guests] may require less security than events that are open to all UF students.
- c. Expected Crowd Size – Larger crowd size will dictate the need for additional security personnel.

- d. Event Staff – Individuals must be designated by the sponsoring organization(s) to assist with managing the event in an orderly fashion. The greater the number of event staff and the higher the level of expertise in performing the assigned functions, the fewer the number of security positions that may be required.
- e. Money Collection – The collection of money for any purpose(s), such as ticket sales, souvenir sales, refreshment sales, or similar activities, may require additional security personnel. Organizations are responsible for working with the OSFA and/or UPD to establish cash handling procedures.
- f. Music – No amplification of music is allowed outside during class periods (any time Monday through Thursday and until 5pm on Fridays). The only acceptable music device allowed under this policy during non-amplification times is a boom box. All live bands performing at locations on-campus other than chapter houses require the co-sponsorship of the Reitz Union Board (RUB) or Student Government Productions (SGP).
- g. Nature of the Crowd or Program – Audiences affiliated with the University may require less security than those not affiliated. Lectures may require less security than social functions.
- h. Risk Assessment – Awareness of factors that may increase the level of risk for the organization (e.g., certain themes or events with alcohol may increase security requirements).
- i. Written Invitations or Prior Ticket Sales – Events restricted to persons with written invitations or advanced ticket sale holders will usually require less security than events where tickets are sold at the door.

SUMMATION OF THE FIRE SAFETY POLICY

Chapters should plan events and activities with fire safety in mind. Events (e.g. parties, socials, or similar events) held at the chapter house are subject to inspection by the Office of Environmental Health and Safety to ensure compliance with all local, state, and federal fire codes. Organizations having events at a chapter facility may be required to complete a Fire Safety Form detailing the type and flammability of decorations used at the event.

SUMMATION OF THE FOOD POLICY

Food provided at an event, must be prepared in a Health Department inspected and licensed kitchen. The organization must complete and return the Food Form for any event in which food not prepared in a chapter facility's kitchen is being served during an open event along with the Program Planning Form.