Members of the Greek community at the University of Florida consistently plan, promote, and execute service and social programming that benefits its members as well as the University and Gainesville communities at-large.

PROGRAM PERMITTING [http://www.union.ufl.edu/sac/handbook/37.shtml]
In order to ensure the success of these programs, the University of Florida has implemented a program permitting process. This step-by-step process provides student organizations with a comprehensive and strategic approach to event management.

COMPLIANCE
In addition to the program permitting process, Greek-lettered organizations are also responsible for following the policies of their respective organizations and councils. Furthermore, Greek organizations at the University of Florida are required to follow the social, alcohol, drug, and fire safety policies of the University and State of Florida. In the event that discrepancies exist, the strictest policies apply.

EVENT REGISTRATION GUIDELINES
While events at the University of Florida have several classifications (community service/philanthropies, social events, speakers, tabling, etc.), for program permitting purposes, events will have three (3) categories:
1. Alcohol-Free Events On-Campus
2. On-Campus Events with Alcohol
3. Off-Campus Events

The guidelines for an event are specifically dictated by the category that the event falls under. As a reminder, ALL recruitment/intake/new member events must be alcohol-free.

CATEGORY ONE: ALCOHOL-FREE EVENTS ON-CAMPUS
1. Under no circumstance will alcohol be present at or in connection with the event.
2. Prior to the submission of the Program Planning Form, the President, Social Chair and/or Event Chairperson must meet with their chapter's advisor or his/her designee to discuss the logistics of the event.
3. The chapter's designated person, usually the Social Chair or Event Chairperson will submit a Program Permitting Form for approval.
4. The event MUST be registered 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 (open to all UF students and their guests). Registered is defined as the submission of all necessary forms with signatures (Office of Sorority & Fraternity Affairs, UPD, Student Activities, Fire Safety, etc.).
5. Organizations are responsible for the behavior of all members and guests.

6. Event attendance is limited to the facility’s capacity (as set by the Fire Inspector/Environmental Health & Safety). Depending upon the configuration of the event capacity may be lower than the facility’s stated capacity.

7. Depending on the nature of the activity, groups may be required to complete additional forms (DJ Form, Fire Safety Form, etc.) and/or submit additional documentation to the University (Office of Sorority & Fraternity Affairs, Environmental Health & Safety, etc.).

8. Alcohol-free events whether open or closed, such as parties and philanthropies, may require security. Approved security must be coordinated through the University Police Department Special Events Coordinator and must be provided by UPD, Gainesville Police Department, Florida Highway Patrol, or the Alachua County Sheriff’s Office. The determination on security requirements made by the UPD Special Events Coordinator shall be final.

**CATEGORY TWO: ON-CAMPUS EVENTS WITH ALCOHOL**

A. Prior to event:
   1. The President and Social Chair/Event Chairperson must 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. Register the event with the Office of Sorority & Fraternity Affairs office by submitting a Program Planning Form. Registered is defined as the submission of all necessary forms with signatures (Office of Sorority & Fraternity Affairs, UPD, Student Activities, Fire Safety, etc.).
      a. Depending on the nature of the activity, groups may be required to complete additional forms (DJ Form, Fire Safety Form, Classic Fare Catering Form, etc.) and/or submit additional documentation to the University (Office of Sorority & Fraternity Affairs, Office of Student Activities, University Police Department, etc.)
      b. All social events with alcohol held on-campus or in a chapter house MUST be registered with the Office of Sorority & Fraternity Affairs at least 10 business days in advance. On-campus events with alcohol not held in a chapter house must get approval from the Dean of Students in addition to Office of Sorority & Fraternity Affairs.
   3. Attendance is limited to chapter members and two guests OR 300 persons total, whichever is less, at any event with alcohol.
   4. Submit a printed guest list for the event to the Office of Sorority & Fraternity Affairs (OSFA) at least two (2) business days in advance. The guest list must be typed and include the names and birthdays of all guests and which member invited the person(s).
   5. Plan appropriately!
      a. Chapters are not allowed to purchase alcohol with chapter funds or collectively purchase alcohol for an event (e.g. pass the hat, prepaid
bar tab, etc.). However, chapters are allowed to pay for the labor costs associated with an approved third-party vendor with chapter funds.

b. 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).

B. At the event:

1. A minimum of two executive officers from the sponsoring organization must be present at the door. The officers who work the door may not consume alcohol prior to or during the event.
2. A copy of the typed guest list and valid Event Permit must be provided at the door.
3. All individuals entering the event must present a valid photo ID. The photo ID should be used to verify the entrant’s name and date of birth. Following age verification, the person working the door must check off/highlight the entrant’s name on the guest list. Organizational members (chapter members, alumni, members from other chapters of your organization) do not have to be on the guest list. However, the host chapter will be held responsible for the behavior of all of its members, regardless of their chapter affiliation.
4. Wristbands should be distributed to event entrants who meet the legal drinking age of 21, bring beverages (for BYOB events), and request them. Wristbands can be secured from the Office of Sorority & Fraternity Affairs office upon receipt of the guest list two (2) days in advance.
5. If the event is BYOB, all alcohol brought to the event must be turned into the designated distribution area. The designated distribution area must be on the first floor of the facility and located in an area that is clearly visible to security personnel. The designated distribution area should be staffed by a member of the chapter who is of legal drinking age (currently 21 years old) and who has not consumed alcohol prior to or during the event.
6. 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.
7. The host chapter(s) shall provide non-salty foods as well as non-alcoholic drinks (water, soft drinks, etc) in plastic bottles or cans. The proportion of non-alcoholic drinks should meet or exceed the proportion of attendees under the legal drinking age of 21. Non-salty foods should be provided for all participants.
8. Events must conclude at 1:45 a.m. with everyone out by 2 a.m.
9. Events with alcohol may require security. Approved security must be coordinated through UPD Special Events and must be provided by UPD, Gainesville Police Department, Florida Highway Patrol, or the Alachua County Sheriff’s Office. The determination on security requirements made by the UPD Special Events Coordinator shall be final.
CATEGORY THREE: OFF-CAMPUS EVENTS

While off-campus events are not registered with the Office of Sorority & Fraternity Affairs, chapter social events with alcohol must occur at a licensed third-party vendor (bar, restaurant, etc.). Only alcohol-free chapter social events are permitted at apartment clubhouses.

When planning off-campus events, sororities and fraternities are strongly encouraged to use the on-campus event guidelines as a basis, or starting point. In addition, chapters are advised:

a. To contact the Inter/National Headquarters to ensure that the event is covered by the chapter’s/Headquarters’ liability insurance.

b. That participation in off-campus events does not reclude organizations or individuals from local, state, federal, University, and Inter/National organization policies.

OTHER EVENTS REQUIREMENTS

A. ADVERTISING
   1. General Advertising Guidelines
   [http://www.union.ufl.edu/sac/handbook/15.shtml]
   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, what would the average non-Greek person think about this event?
      b. Advertising will not include any photos, themes or statements that are degrading to women or would suggest discrimination on the basis of affiliation, race, color, sex, ethnic orientation, sexual preference or religion.
      c. All advertisement should indicate that “we reserve the right to limit attendance” at all events. In addition, advertisements should not mention the sale, use, or distribution of alcoholic beverages.

B. EVENT SECURITY

Greek organizations must take adequate precautions for the security of attendees at an event as determined by the University Police Department (UPD) Special Events Coordinator in conjunction with the Office of Sorority & Fraternity Affairs and Office of Student Activities.

In general, the required number of security personnel for an event will be determined by UPD Special Events Coordinator 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 Special Events Coordinator shall be final.**

Other factors which will impact security needs are as follows:

1. **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.

2. **Closed versus Open Events**
   Closed events (restricted to the members of the sponsoring organization and their guests) may require less security than events that are open to all UF students and their guests.

3. **Expected Crowd Size**
   Larger crowd size will dictate the utilization of additional security personnel.

4. **Event Staff**
   Individuals must be designated by the sponsoring organization to assist with conducting 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 number of security positions that may be required.

5. **Money Collection**
   The collection of money for any purposes (ticket sales, souvenir sales, refreshment sales, etc.) could require additional security personnel. Groups are responsible for working with DSO, Student Activities, and/or UPD to establish cash handling procedures.

6. **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 or Student Government Productions.

7. **Nature of the Crowd or Program**
   Audiences affiliated with the University generally require less security that those not affiliated. Lectures may require less security than social functions.

8. **Risk Assessment**
   Increased risks (e.g. certain themes, events with alcohol) will increase the security requirements.
9. **Written Invitations or Prior Ticket Sales**
   Events are restricted to persons with written invitations or advanced ticket sale holders will usually require less security than events selling tickets at the door.

C. **FIRE SAFETY**
   Chapters should plan social activities with fire safety in mind. Social events (e.g. parties, socials, etc.) 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 the house will be required to complete a Fire Safety Form detailing the type and flammability of decorations used at the party.

D. **FOOD**
   Food provided at an event, should be prepared in a commercial kitchen by a registered chef (house cook, catering, etc.). In the event that the organization is serving food that is not prepared by the house cook/chef, the organization should complete and return the Food Form along with the Program Planning Form.

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