

Event Policies and Registration

Fall 2023

The purpose of the office of Fraternity and Sorority Life (FSL) Event Policies and Procedures is to assist fraternities and sororities at the University of Central Florida (UCF) with the planning and execution of safe events using event planning best practices and fraternity/sorority industry standards. This policy provides an overview of expectations and processes to ensure harm is reduced and safety is prioritized at events facilitated by fraternities and sororities at UCF. Following the FSL Handbook and Event Policies and Procedures will promote compliance with federal, state, county, and local laws. Complying with these policies, university policies, (inter)national organization policies, and laws may reduce the risk incurred on all chapter members, chapter officers, and volunteers at any event associated with a fraternity or sorority from UCF.

An **event** is anything deemed to be within the scope of a chapter function, on or off university property, that involves a gathering of members and/or guests of the host organization. Events may or may not include alcohol and are expected to follow this policy and related procedures, all (inter)national policies, and local, county, state, and federal laws 24 hours a day, 7 days a week, 365 days a year. If a reasonable person would consider the gathering to be hosted or co-hosted by your organization, it is an event.

Events occurring on campus with a heightened risk (see lists below) must be completed using the SAFE form (<https://safe.sdes.ucf.edu/>).

Events that must be registered with FSL (a list of events is provided below) should be done through the SERF form: <http://serf.sdes.ucf.edu>.

Depending on the level of risk and/or execution of the event, a Supplemental SERF form may need to be submitted to FSL.

Any chapter that sponsors an unregistered event may be assessed a fine and may be placed on a “Prohibitive Standing” by FSL for an amount of time that is to be determined. Additional disciplinary actions may be taken by the office of Student Conduct and Academic Integrity (SCAI).

Moratorium

Previously, in *Way Forward* and *Way Forward 2.0* Moratorium was utilized to determine the community’s responsibility to alcohol and other high-risk activities.

Currently, the moratorium periods are used by FSL to implement during times in the academic semester/year when member’s primary focus should be on academics. There are currently three levels of moratorium:

Level 1: Chapters cannot host/co-host any events during this time. Exceptions can be made for recruitment events and Founder’s Day events.

Level 2: Chapters can only host/co-host educational/academic events, service/philanthropy events, and recruitment events during this time. These events must be “dry” events meaning that no alcohol is allowed at any of these events.

Level 3: Chapters can only host/co-host any events that do not involve alcohol during this time (dry events).

Moratorium dates will be listed on the FSL calendar. These dates should be taken into consideration when planning events for a given chapter.

Chapters may submit an event that falls during the Moratorium period for approval. All details and required documentation must be included in order to be approved. Wet events will not be approved during Moratorium timeframes.

****Any unapproved events brought to the attention of the FSL office during any Moratorium time frame will result in the chapter being placed on “Prohibitive Standing” through FSL. Additional sanctions may also be included from SCAI.**

Training

Each semester, FSL will provide a series of training opportunities for chapter representatives. These trainings should be completed before any social event may be registered and held by an organization. Determination will be made by FSL regarding expected and in some cases required attendance.

Education

To cultivate a safe and responsible environment at all events, individual chapter members will receive educational training sessions from FSL and campus partners on different topics which focus on safety and harm reduction in addition to participating in the Safe Event and Sober Monitor Training. It is the responsibility of the individual chapter to offer and promote these trainings to chapter members and assure attendance by designated members for FSL and/or council sponsored trainings.

Event Registration

Safety Action For Event (SAFE) Policies

The Safety Action For Event (SAFE) is a form that captures events with a heightened risk occurring on the UCF campus. Only on-campus events that include a high-risk element (as defined by UCF - <https://safe.sdes.ucf.edu/>) require a SAFE form.

Submission Deadline: The online SAFE Form with all required signatures must be submitted to Office of Student Involvement (OSI) at least 15 calendar days prior to the event.

Events that require a SAFE form to be completed:

- Bonfires; lighting of fireworks; events involving helicopters or other aircraft; motor vehicle races.
- Gatherings **more than 200 persons**, including unregistered campus athletic events; marches (including any organized walks or runs); parades.

- Any event involving the distribution of alcohol.
- Any event that provides food (**prepackaged food does not require a SAFE form**) and any outdoor event requiring electricity.
- All events on Memory Mall
- Events open to the public (non-UCF faculty, students, and staff)
 - Yard Shows, Pageants, New Member/Neophyte Presentations, etc.
- Events where minors will be present (under 18)
- Food Trucks (must be pre-approved through OSI & EHS—check [the full list of approved caterers](#))
- Helicopters or other aircraft
- Inflatables*
- Slip and Slides
- Outdoor Tents/Porta Potties
- Motor vehicle races
- Non-UCF affiliated artists/performers/speakers (requiring contracts)
- Outdoor events involving animals.
- Parades/Trails (a site diagram will need to be provided)
- Sound amplification
- Stage set-up (special production, performances, etc.) (A site diagram will need to be provided)
- Unapproved catering (Unapproved vendors must be reviewed by contacting, outsidecatering@ucf.edu)

If one (1) of the above event aspects is included in your event, you will need to submit a SAFE form.

For all other policies regarding SAFE Forms, including what types of events they are necessary for, please visit: <https://safe.sdes.ucf.edu/>.

Social Event Registration Form (SERF) Policies

The Social Event Registration Form (SERF) is a form that captures events that are occurring throughout the UCF Greek Community. This form captures events that are traditionally held off campus but may also include on campus events. This allows for chapters to plan events accordingly and bring awareness to the Greek Community and FSL of events being hosted.

Submission Deadlines:

- All events submitted to FSL at least fifteen (15) calendar days prior to the event.
- All signatures required at least ten (10) calendar days prior to the event.
- Any event registered within the respective window will be acknowledged by FSL.

It is the responsibility of the chapter turn in all required documentation within the provided guidelines. Failure to do so may result in an assessed fine and/or non approval/acknowledgement of event by FSL.

Events that must be registered with FSL (**the events listed below do not require a briefing meeting but must be registered with FSL**):

- Senior Banquets hosted by the chapter (off campus).
- Academic Celebrations hosted by the chapter (off campus).
- Off campus Dry Events (at establishments with or without alcohol; renting venue space; signing a contract, etc.)
- ***Tailgating (One SERF form for all tailgates occurring within one month due by the 1st of each month; Briefing will occur at Officer Training and before Homecoming Game)

Process for Event Approval:

- Submit the SERF form at least fifteen (15) calendar days before the event.
 - **Event Name:** Include name of organization hosting specifying the type of event.
 - **Provide a detailed description of the event:** The event description should include details that allow anyone reviewing the event to understand what will be occurring at the event, who is the audience, what is the purpose of the event, and what is the intended outcome of the event.
 - **Under Advertisements and Flyers/Event Documents Uploads:** Upload any additional documents (maps/floor plans, contracts, risk management plan, etc.)
 - **SAFE form Summary URL:** If the SAFE form has been completed for this event, the URL for the form must be included in the SERF.
 - **Participating Organization 1 (Primary):** This should be the organization hosting the event. Participating Organization 2, 3, and 4 are included only if the event is being co-hosted with other organizations.
- All signatures required at least ten (10) calendar days prior to the event.
- FSL will approve events prior to the event if the above information is provided.

FSL may request follow-up information based on the information submitted for any event.

Supplemental SERF Policies

The Supplemental SERF is a form that captures events that may have a high-risk element associated with the event. The Supplemental SERF is an additional document that needs to be completed along with the SERF and/or SAFE form.

The following events will need a SERF and Supplemental SERF:

- Events that require admission fee, cash donations at the door, or advanced ticket sales.
- Wet events (events with alcohol)
 - Socials/Bring a Date
 - Co-hosted Events
 - Brotherhood/Sisterhood events (If being hosted by the chapter)
 - Mother/Father and/or Mother Figure/Father Figure events
 - Events over 40 miles away from campus
- Formals/semi-formals

- Out of state formals/semi-formals (**Must receive National/International documentation of approval**)
- Overnights/retreats (**Must receive National/International documentation of approval**)

Events that need a SAFE and Supplemental SERF

- Philanthropies including field day events and 5ks.
- Concerts, DJs, Performances

A Supplemental SERF must be submitted at least fifteen (15) calendar days prior to the event via Qualtrics.

Briefing and Debriefing

Any event that is listed (**see above**) as needing a Supplemental SERF will also require a briefing meeting with a designated FSL staff member. The purpose of this meeting is to discuss logistics, sober monitors (if applicable), requirements, and expectations. Briefing meetings must be completed three (3) calendar days before the event. It is the responsibility of the chapter to schedule a briefing meeting based on the provided timelines. Failure to complete a briefing meeting in the required time frame may result in the event being cancelled and/or the chapter being assessed a fine.

A debriefing meeting may be needed in the case that an issue has presented itself during the event or if scheduled by the FSL at least three (3) calendar days of the event.

Process for Briefings (Only required if an event needs a Supplemental SERF):

- Submit SERF and/or SAFE form and Supplement SERF form to FSL and/or OSI at least fifteen (15) calendar days prior to the event.
- Signatures must be completed at least ten (10) calendar days prior to the event. Tentative guest list (if applicable), sober monitor list, additional forms, current Certificate of Insurance (COI), police agreement, etc. must be submitted prior to the briefing.
- Schedule the briefing with FSL staff at least three (3) calendar days prior to the event.
- Co-hosted events only need 1 Briefing which both organizations have the option to attend. Only one representative is required to attend the briefing for the co-hosted event.

Events that require a Briefing:

- Any event where a Supplemental SERF needs to be submitted to FSL, a briefing meeting will need to be scheduled.

Overall Events with Alcohol and Risk Reduction Procedure

This policy was developed with adoptions from other risk management and harm reduction best practices from peer and aspirant institutions and fraternity/sorority industry standards. Your (inter)national organizations may have policies that are different from this. Your chapter should remain compliant with all policies. Questions regarding anything within this policy, may be directed to FSL staff. Please note this is not a comprehensive list of policies and procedures and organizations are subject to all applicable policies and procedures.

- I. Understand unlawful possession, distribution, or use of any drug or controlled substance is prohibited on the UCF campus and/or events sponsored by student organizations recognized by UCF. Violators of this policy shall be subject to state and federal laws, city and county ordinances, and university disciplinary action.
- II. All activities associated with recruitment/intake and pledging/new member activities must be alcohol-free. No recruitment/intake or new member activities may be held at or in conjunction with a bar or alcohol distributor.
- III. Events with alcohol taking place off-campus/or away from university property must end by 2:00 am and may last no longer than 4 hours (not including travel time). Exceptions may be made for special events at the discretion of the FSL staff.
- IV. Guest lists are expected for all events with alcohol. The purpose of the guest list is to document who attended a given function. This is critically important should an incident occur before, during, or after the event. Chapters are expected to retain their Guest List for at least one (1) calendar year in their chapter files. Guest lists include the names, email addresses, UCFID, birthday, and affiliation (if any) of all members and non-members who attended the social event.
- V. Presenting false identification, impersonating another individual, or knowingly accepting false identification to enter the event is prohibited.
- VI. The possession, use or consumption of alcoholic beverages while on or off chapter/university premises or during a chapter event, in any situation sponsored or endorsed by the chapter, or in any event an observer would associate with a chapter, must follow all applicable laws of the state, province, county, city and UCF, and must comply with all FSL policies.
- VII. No beverages with alcohol may be purchased through chapter or council funds nor may the purchase of alcohol for members or non-members be undertaken or coordinated by any member in the name of, or on behalf of, the chapter or council.
- VIII. No chapter/council may co-sponsor or gain sponsorship for an event with another entity (student organization, alcohol distributor, charitable organization, bar, etc.) where alcohol is given away or subsidized by the entity.
- IX. No chapter/council may co-sponsor or co-finance an event where alcohol is purchased by any of the host groups, chapters, undergraduate, or alumni members.
- X. No members, collectively or individually, shall purchase for, serve to, or sell beverages with alcohol to any minor.
- XI. The purchase or use of a bulk quantity of common sources (such as, but not limited to, kegs, cases, party balls, jungle juice/punch) is prohibited.
- XII. No alcohol with a 15% ABV or above (hard alcohol) is to be served or consumed at BYOB events.
- XIII. Any rapid, excessive, or irresponsible consumption of alcoholic beverages is prohibited. This includes drinking contests or games or any other activities that promote, encourage, glorify the rapid and/or excessive consumption of alcoholic beverage at events with alcohol is prohibited. 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", "flip cup", "ice luges" or any other activity involving the consumption of alcohol which involved duress or encouragement related to consumption of alcohol.
- XIV. Food and alcohol-free beverages must be made available at all events with alcohol.

- XV. All events must have an alcohol-free, non-offensive, and non-discriminatory title and/or theme (i.e., Anything but Clothes Party (ABC), Pimps and Hoes, CEOs, and Secretaries, “White-trash Bash”) themes or titles. Advertisements for events shall not promote the consumption of alcoholic beverages or drink specials and be non-offensive.
- XVI. The number of people attending a social event cannot exceed the fire code occupancy for the premises (note: monitoring this guideline is the responsibility of the Third-Party Vendor when an event is held at a bar or club, but the chapter should be aware of the fire code occupancy).
- XVII. Trained security is strongly recommended to be present for campus based and third-party events with alcohol that do not provide professional security.
- XVIII. Individuals who are attending events may not be permitted to leave the venue until the event is over. Exceptions to this rule can be determined by the organization and may include heavy intoxication, illness, or other situations. It is the responsibility of the organization to have a plan in place that allows individuals to leave the venue if need be.

Third Party Vendor Event Guidelines

NOTE: The guidelines listed below are in addition to the Overall Events with Alcohol and Risk Reduction Procedure.

For a chapter to hold an event with a Third-Party Vendor, the vendor must meet the following standard requirements:

1. Be properly licensed to sell/serve alcohol by both local and state authorities.
2. Be properly insured with a minimum of \$1,000,000 (one million dollar) of general liability insurance.
3. Have as part of the general liability insurance coverage, “off premise liquor liability and non-owned and hired auto coverage”.
4. Be willing to name as the additional insured the local chapter of the fraternity/sorority hiring the vendor, as well as the (inter)national organization with whom the local chapter is affiliated.

I. Alcohol with Third Party Vendors at Staffed Venues The chapter may hire/pay the vendor for the following: rental of the facility, labor for bartenders or security, and music/entertainment.

1. The chapter/individuals is/are not permitted to purchase alcohol to be given away (e.g., chapter pays \$1000, and everyone drinks free during the event).
2. The chapter/vendor is not allowed to collect a cover charge and then provide free drinks during the event.
3. Alcohol is purchased by chapter members and non-members directly from the vendor.
4. Vendors are not allowed to offer drink specials specifically for social events.
5. The facility and property where the event were held must be cleaned and presentable no later than 1:00pm on the day following the event or as designated by the property’s overseer/owner.

II. Event Management – Responsibilities of the Vendor

1. Check identification card upon entry and cross reference with the guest/attendance list.

2. Identify those 21 years or older AND those between the ages of 18 and 20 years of age. Provide some type of identification for the two different types of groups.
3. Not serving alcohol to anyone under the legal drinking age.
4. Not serving individuals who appear to be intoxicated.
5. Maintaining absolute control of all containers with alcohol.
6. Providing security.

Event Management – Responsibilities of the Host Chapter(s)

1. Each host chapter, and any chapter that is co-sponsoring, shall designate one (1) sober monitor, for every 20 members/non-members in attendance who are to remain substance free prior to, and for the duration of, the event.
2. Ensuring that chapter members and non-members are adhering to all FSL, university and inter/national policies; as well as all local, county, state, and federal laws.

IV. Transportation

1. If utilizing buses for transportation must be provided by a commercial transportation company and everyone other than the Sober Monitors must travel to and from the event via contracted transportation.
2. Sober Monitors are expected to be stationed on the provided transportation and able to assist in the loading and unloading of members and guests.
3. Open containers, and or the consumption, of alcohol while on board the contracted transportation service is not permitted.
4. Transportation may be available during the event between the event location and the drop off location.
5. If utilizing buses for transportation, the pick-up and drop-off location must be at on-campus location.
6. Campus police must be notified of any/all events providing transportation when the pick-up location is on campus; UCF Police must be contracted to assist with the loading of buses.
7. Any person(s) believed to be under the influence of any substances should not be permitted to load on the arranged transportation and may no longer attend the event.
8. Any person(s) believed to be under the influence of any substances should be removed from the venue and sent home in another vehicle along with a sober monitor and/or someone from the chapter executive board.
9. Venue drop-off and pick-up locations must be the same.

Tailgating Policies

RESPONSIBILITIES AND EXPECTATIONS

UCF Recognized Fraternities and Sororities will:

- Commit to following UCF Game Day Policies.
- Submit a SERF form by the 1st of each month. Signatures must be collected before the day of tailgating.

- A completed registration includes submitting a SERF and the UCF Tailgate Agreement. This should be done by the event coordinator (designated by organizations) and is good for the entire semester.
- Attend and participate in Tailgating Training and Safe Event and Sober Monitor Training prior to the first game of the season.
- Provide sober monitors with a 20:1 guest-to-member ratio. Sober monitors should be a cross section of membership. To determine the correct number of sober monitors, tailgate organizers should estimate attendance and plan accordingly.
- Sober Monitors will ensure the event is operating in accordance with all local, county, state, and federal laws as well as university policies. Supervise attendance of non-members, including but not limited to alumni, guests, parents, and siblings where alcohol is present.
- If a guest list system is created, groups are encouraged to maintain and keep a guest list for one semester after tailgating season.
- Provide at least one alcohol-free beverage option for attendees.
- Propane cooking grills are recommended. If using charcoal, carefully dispose of hot coals in designated barrels. All open-flame cooking must be a minimum of 10 feet away from any tent set up.
- Attendance at events with alcohol is subject to individual organization guidance. Organizations are responsible for following their organizational policy. If the organization does not have a guest to member ratio, then a 3:1 guest to member ratio should be followed.
- Develop a system for each game day to clearly identify who is of legal drinking age. Wrist banding system is encouraged.
- A-Frame organizational signs are allowed along with banners, flags, etc. to clearly identify organizational space.
- Plastic barricades are allowed to secure space and restrict access to organizational belongings.
- Require all members and guests to be respectful of university property and all the fans around them. Drunkenness, vandalism, obscene or harassing behavior and violence (or threats of violence) will not be tolerated and should be reported to the nearest law enforcement official.
- Understand unlawful possession, distribution, or use of any drug or controlled substance is prohibited on the UCF campus. Violators of this policy shall be subject to state and federal laws, city and county ordinances, and university disciplinary action.
- Ensure walkways are kept clear of tents, grills, furniture, speakers, and other tailgating items always. Require members and guests to put recyclables and trash in the containers provided throughout Memory Mall and the Greeks on the Green location during and after tailgating has concluded.
- In the event of severe weather, all individuals will be asked to evacuate the Memory Mall and/or the Greeks on the Green area and seek appropriate shelter at the direction of UCFPD.

The following are always prohibited:

- Hard alcohol is not permitted. The presence of alcohol products above 15% alcohol by volume (ABV) will result in an immediate cease and desist of tailgating.
- Portable generators will not be permitted.
- Any rapid, excessive, or irresponsible consumption of alcoholic beverages will not be tolerated.
- Drinking contests or games or any other activities that promote, encourage, glorify the rapid and/or excessive consumption of alcoholic beverages.
- Common sources of alcohol, including bulk quantities (such as but not limited to kegs, water jugs used for premixed drinks, beer funnels, etc.).
- Couches and other non-outdoor furniture (such as but not limited to bar structures, troughs, shallow pools, benches, metal barricades, oversized wooden chairs, and Block Greek letters). Outdoor furniture is considered tents, chairs, and tables.
- Live bands, excessively loud, amplified sound systems, DJ equipment, and turntables unless prior approval by university officials (SAFE Form) is granted.
- Driving or parking vehicles on the grass. Drop offs must be done in the designated lot.
- Digging or placing stakes in the ground.
- Approaching or feeding any wildlife.
- Using any area as a restroom, other than those explicitly designated as
- Animals (except for registered service animals) are not allowed on campus on game day. Anyone who brings an animal that is not a registered service animal will be asked to take it home. Emotional support animals (ESA) are not considered service animals.

UCF Fraternity and Sorority Life will:

- Provide Tailgating Training to be attended by chapter representatives determined by FSL prior to the first game of the season.
- Provide Safe Event and Sober Monitor Training to be attended by those the chapter designates as sober monitors prior to the first game of the season.
- Review and approve chapter submitted accountability and risk reduction plans on per semester basis.
- Through continued education and outreach, assist chapters in managing compliance to policies and expectations.
- Work with chapters in non-compliance to discuss an action plan and address if participation in UCF tailgating can continue.

UCF Knights on the Mall

- Tailgate spaces on Memory Mall may be reserved by current UCF Students.
- Each student is allowed to reserve one (1) space per game. If additional reservations are made by one individual, all duplicate reservations will be released.
- At the time of check-out, each reservation holder can list a second name that is permitted to check-into the tailgate space on game day. Ensure that the listed second name matches the valid photo ID to presented at the time of check-in.
- Separate reservations are needed for each individual game.

Greeks on the Green

- Tailgating spaces on Greeks on the Green will be reserved through Interfraternity Council (IFC) Executive Board.
- Each Greek affiliated chapter is allowed to reserve one (1) space per game.
- Provide a risk management plan that outlines support, escalation process, and outcomes for non-compliance at tailgate.
 - Restrict tailgating for groups in non-compliance with tailgating rules immediately, as needed.
- Adhere to the NIC-Drugs and Alcohol Guidelines. Alcoholic beverages must either be:
 - Provided and sold on a per-drink basis by a licensed and insured third- party vendor (e.g., restaurant, bar, caterer, etc.)
 - Brought by individual members and guests through a bring your own beverage (“BYOB”) system.

Violations of policies and conditions set forth in this agreement may result in disciplinary action (SCAI and/or council judicial board), which can include the loss of organizational privileges. This includes the ability to make future reservations and participate in programs.