

Event Policies and Registration

Fall 2023

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.