

# FSL EVENT POLICIES AND PROCEDURES

## PURPOSE

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 organization members, chapter officers, and volunteers at any event associated with a fraternity or sorority from UCF.

## DEFINITION OF AN EVENT

- 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.
- A gathering of six (6) or more individuals of the same fraternity or sorority could be considered an event. Any gathering of a chapter/colony with a membership size below six (6) could also be considered an event.
- Any event hosted by an organization must be registered through the SERF form: <http://serf.sdes.ucf.edu>.
- Events occurring on campus with a heightened risk (see lists below) must be completed using the SAFE form (<https://safe.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. If a Supplemental SERF form is completed, a briefing must be coordinated with the organization and their Chapter Coach within three (3) days of the event.
- Any organization 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: Organizations cannot host/co-host any events during this time. Exceptions can be made for recruitment events and Founder's Day events.
- Level 2: Organizations 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: Organizations 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 organization.
- *Organizations may submit an event that falls during the Moratorium period for approval. All details and required documentation must be included to be approved. Wet events will not be approved during Moratorium timeframes.*

## EDUCATION AND TRAINING

Each semester, FSL will provide a series of training opportunities for organization 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.

To cultivate a safe and responsible environment at all events, individual organization 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. The individual organization is responsible for offering and promoting these trainings to organization members and assure attendance by designated members for FSL and/or council sponsored trainings.

## 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 business 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](mailto: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)**

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 held on and off campus. This allows for organizations 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 organization to 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.

The following events DO NOT need to be registered with FSL as these are considered standard operations of chapter functions:

- Chapter Meetings
- Planning Meetings
- Practices (Philanthropies, Competitions, Pageants, etc.)
- Bible Studies
- Recruitment Events/Informational
- New member education events (unless it meets a SERF/Supplemental SERF criterion referenced below)
- Study Halls
- Closed Programming/Workshops (For affiliated members only)

All other events not listed above WILL need to be registered with FSL through the SERF form. Events that are multiple days/weeklong in nature (e.g. founders' week, philanthropy week, etc.) only need one SERF/supplemental SERF.

### PROCESS FOR SERF APPROVALS

- 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.
- SERF approval is provided by Administrative Assistant and Student Assistants.
- Any missing information will be subject to denial. It will be the responsibility of the organization to redo/add information to provide a clear, accurate description of the 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 (while will also require a briefing):

- Events that require admission fee, cash donations at the door, or advanced ticket sales.
- Wet events (events with alcohol).
  - Socials/Bring a Date (Wet)
  - Co-hosted Wet Events
  - Brotherhood/Sisterhood Wet Events (If being hosted by the organization)
  - Mother/Father and/or Mother Figure/Father Figure Wet Events
  - Wet 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 (which will also require a briefing)

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

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

## **BRIEFINGS AND DEBRIEFINGS**

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

A debriefing meeting may be needed if an issue has presented itself during the event or if scheduled by the FSL at least three (3) calendar days of the event. The organization is responsible for informing FSL if anything occurs during an event and scheduling a debriefing meeting.

**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.

## **HOSTED PHILANTHROPIES**

- Alcohol is strictly prohibited at all philanthropic events.
  - Partial proceeds are not eligible to take place at an establishment with a bar and/or bartender.
- All philanthropic events, in which the goal is to raise money for charitable organizations or memorial funds, must be registered with Fraternity & Sorority Life through the SERF Form. This includes off-campus philanthropic events.
- Organizations are only able to host one signature philanthropic event per semester.
  - Signature events include, but are not limited to, participant-based events, team-based events and sporting events that require pre-event fundraising or participation.
  - The term “signature event” will be applied at the discretion of Fraternity & Sorority Life with information and input from chapter and council leadership.
- Philanthropic events are only to be held during the fall and spring semesters.
- All philanthropic programming is done at the discretion of the Fraternity & Sorority Life--meaning, any chapter whose philanthropic programming is found to be inappropriate, not aligned with our fraternal values, or who violates the spirit of this policy may be subject to disciplinary consequences and/or event cancellation.
- All aspects of the philanthropy (partial proceeds, social media challenges, tabling events, etc.) must be listed on the SERF or Supplemental SERF for the Philanthropy event/week/campaign.
- An organization must complete a SAFE (if on-campus), SERF, and Supplemental SERF and schedule a briefing with the appropriate chapter coach for all philanthropies.
- Unrecognized organizations are not allowed to participate in any philanthropy events. Any organization that allows an unrecognized organization to participate in a philanthropy event will be subject to a disciplinary response from the FSL office and/or Student Conduct and Academic Integrity.

## **SOCIAL EVENTS AT ON-CAMPUS OR OFF-CAMPUS HOUSING**

- Organizations may host up to host two (2) social events at their on or off campus chapter facility per semester.
  - If organizations choose to co-host social events, this counts as one event per organization.

- Social events can be dry and must be closed events (must have a guest list). Tailgating events are not permitted to be hosted at a chapter facility.
- Events must comply with the event registration of social events (15 calendar days to submit paperwork, 10 days for all signatures, 3 days prior to the event for a briefing).
- Dry Social Events
  - Must have a guest list turned into FSL before the event.
  - Attendees are not allowed in chapter facilities.
    - Only residents living in the facility are allowed into the facility during the event.
  - The event must have a designated entrance and exit for the event as well as portable toilet(s) for attendees.
  - A designated space for first aid/support must be provided by hosting organization.
  - If an event is registered as dry, no alcohol and/or other substances will be allowed at the event. This includes alcohol brought in by guests.
  - All recruitment/intake/new member events must be alcohol-free.

### **THIRD PARTY VENDOR GUIDELINES**

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

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

- Be properly licensed to sell/serve alcohol by both local and state authorities.
- Be properly insured with a minimum of \$1,000,000 (one million dollar) of general liability insurance.
- Have as part of the general liability insurance coverage, “off premise liquor liability and non-owned and hired auto coverage”.
- 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.

#### Alcohol with Third Party Vendors at Staffed Venues

The organization may hire/pay the vendor for the following: rental of the facility, labor for bartenders or security, and music/entertainment.

- The organization/individuals is/are not permitted to purchase alcohol to be given away (e.g., chapter pays \$1000, and everyone drinks free during the event).
- The organization/vendor is not allowed to collect a cover charge and then provide free drinks during the event.
- Alcohol is purchased by organization members and non-members directly from the vendor.
- Vendors are not allowed to offer drink specials specifically for social events.

- 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.

#### Event Management – Responsibilities of the Vendor

- Check identification card upon entry and cross reference with the guest/attendance list.
- 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.
- Not serving alcohol to anyone under the legal drinking age.
- Not serving individuals who appear to be intoxicated.
- Maintaining absolute control of all containers with alcohol.
- Providing security.

#### Event Management – Responsibilities of the Host Organization(s)

- Each host organization, and any organization 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.
- Ensuring that organization members and non-members are adhering to all FSL, university and inter/national policies; as well as all local, county, state, and federal laws.

#### Transportation

- If utilizing buses for transportation, the pick-up and drop-off location must be at on-campus location.
- Venue drop-off and pick-up locations must be the same.
- 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.
- 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.
- Sober Monitors are expected to be stationed on the provided transportation and able to assist in the loading and unloading of members and guests.
- Open containers, and or the consumption, of alcohol while on board the contracted transportation service is not permitted.
- Transportation may be available during the event between the event location and the drop off location.



- 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.
- 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 organization executive board.

## **TAILGATING POLICIES**

- Commit to following UCF Game Day Policies.
- Complete a SERF form for each tailgate the organization plans to participate at.
- Complete and turn in a UCF Tailgating Agreement per semester.
- Complete and turn in a Risk Management plan.
- Attend and participate in Tailgating Training and Safe Event and Sober Monitor Training before 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 should be easily identified by any individual who attends the tailgate.
- Sober Monitors will ensure the event operates in accordance with all local, county, state, and federal laws and university policies. Supervise attendance of non-members, including but not limited to alumni, guests, parents, and siblings where alcohol is present.
- 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.

#### 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.
- All rules must be followed by those attending the tailgate including non UCF guests.
- The hosting organization will be responsible for the behavior of those attending the tailgate experience.

#### Greeks on the Green

- The Greeks on the Green tailgating experience will be the responsibility of the Interfraternity Council (IFC) Executive Board. The Interfraternity Council (IFC) Executive Board will provide the following:
  - 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.
  - Provide an identifiable space that attendees can have access to first aid, water, and other safety measures.
  - Make sure all organizations at Greeks on the Green follow the load in and load out procedures.

- Make sure all organizations at Greeks on the Green follow the Knights on the Mall timeline regarding tailgating rules and event times.
- Tailgating spaces on Greeks on the Green will be reserved through Interfraternity Council (IFC) Executive Board.
- Each Greek affiliated organization is allowed to reserve one (1) space per game. Organizations must provide the following:
  - One nonalcoholic beverage
  - Identifiable sober monitors
- 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.

### **OVERALL EVENTS WITH ALCOHOL PROCEDURES**

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 organization 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.

- 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.
- 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 with a bar or alcohol distributor.
- 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.
- 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. Organizations 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.
- Presenting false identification, impersonating another individual, or knowingly accepting false identification to enter the event is prohibited.
- The possession, use or consumption of alcoholic beverages while on or off chapter/university premises or during an organization event, in any situation sponsored or endorsed by the organization, or in any event an observer would associate with the organization, must follow all applicable laws of the state, province, county, city and UCF, and must comply with all FSL policies.
- No beverages with alcohol may be purchased through organization 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 organization or council.
- No organization/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.
- No organization/council may co-sponsor or co-finance an event where alcohol is purchased by any of the host groups, organizations, undergraduate, or alumni members.
- No members, collectively or individually, shall purchase for, serve to, or sell beverages with alcohol to any minor.
- Purchasing or using a bulk quantity of common sources (such as kegs, cases, party balls, jungle juice/punch) is prohibited.
- No alcohol with a 15% ABV or above (hard alcohol) is to be served or consumed at Tailgating events.
- 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.
- Food and alcohol-free beverages must be made available at all events with alcohol.
- 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.
- 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 organization should be aware of the fire code occupancy).
- Individuals 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. The organization is responsible for having a plan in place that allows individuals to leave the venue if needed.