

Auburn University

Student Organization Social Event Policy

I. PURPOSE AND PHILOSOPHY

This policy is intended to promote safe and responsible social events for Auburn University's recognized student organizations. It does not supersede any local, city, state, or federal law, university policy, or policies of an organization's inter/national headquarters. If the aforementioned laws or policies do not agree, the organization must adopt the more stringent of the two.

This policy governs events hosted by Auburn University's recognized student organizations, including but not limited to fraternities, sororities, sport clubs, honor societies and all other recognized student organizations.

II. DEFINITIONS

A. Student Organization

The term "student organization" means an organization comprised primarily of students which is recognized by the university, and substantively involved in campus life at the university (i.e. registered student organizations, athletics teams, club sport teams, musical/theatrical ensembles, ROTC, student groups supporting academic/administrative units, etc.). Approval for recognition is granted by the Senior Vice President for Student Affairs (SVPSA), Athletics Department and other academic/administrative departments per the applicable policies.

B. Events

1. **Organization Event:** An organization event, shall be defined as any event consisting of prospective, new, active, recently active and alumni members (or some combination thereof) that a reasonable observer would associate with the organization, was sponsored, financed, or endorsed by the organization, or required advanced planning on behalf of the organization. Only student organizations in good standing with the university are permitted to hold events per this policy. Organizations prohibited from hosting events, by either sanction or policy, which are found hosting events risk suspension of recognition and referral to the Office of Student Conduct for the individual members involved.

A function may still be considered an event if the organization's leadership is unaware of the event, whether intentionally or unintentionally.

2. **Social Event:** An organization event held at on or off campus facilities that is social in nature including but not limited to:

- a. Band parties
- b. Date parties
- c. House Parties
- d. Kickbacks

- e. Socials
 - f. Venue parties
 - g. Alumni/ae or parent events (with alcohol)
 - h. Any event with alcohol
3. General Organization Events: Organization events including meetings, programs and activities where alcohol is not permitted. Examples include, but are not limited to:
- a. Alumni/ae or parent events (without alcohol)
 - b. Brotherhood events
 - c. Campus-wide events
 - d. Club sport team practices
 - e. Community service
 - f. Competitions
 - g. Intake and recruitment events
 - h. Intramural sports (practices, meets, matches, tournaments, etc.)
 - i. Leadership training
 - j. New member meetings
 - k. New member swaps
 - l. Organization meetings
 - m. Philanthropic events
 - n. Retreats and conferences
 - o. Sisterhood events
- C. Third Party Vendor Facility: A licensed (city, county, state, federal, as appropriate) and properly insured establishment (facility) not affiliated with the organization sponsoring the event may host the event per the requirements outlined in this policy.
- D. Third Party Vendor Bartender: A company licensed (city, county, state, federal, as appropriate) and properly insured to serve or sell alcohol at a student organization event.
- E. Indoor Event: A social event that takes place within four walls and a ceiling.
- F. Outdoor Event: A social event that takes place outdoors or in a facility where at least a portion of the venue is open. With outdoor events, the area must be secured with barricades and one entrance as noted in section V.H.
- G. Tavern: An establishment generating more than half of annual gross sales from alcohol
- H. Common source of alcohol: Bulk quantity, common container, or freely available container(s) of alcohol intended for consumption. Examples include but are not limited to punch bowl, keg, box of wine, “beer ball”, “party ball,” etc.
- I. BYOB: An acronym for “Bring Your Own Beverage”. Guidelines for BYOB events are outlined in section V.D.
- J. Alcohol Service Center: a centralized location within the venue/facility where individuals

of legal drinking age must turn in any alcohol brought to the event.

- K. IFC: Interfraternity Council – the student-run governing body for Interfraternity student social organizations. “IFC” is also a term used to refer to the chapters in the Interfraternity community.
- L. MGC: Multicultural Greek Council – the multicultural student social organizations.
- M. NPHC: National Pan-Hellenic Council – the governing body for National Pan-Hellenic student social organizations. “NPHC” is also a term used to refer to the chapters in the National Pan-Hellenic community.
- N. Auburn Panhellenic Council: the governing body for Panhellenic student social organizations. “Panhellenic” is also a term used to refer to chapters in the Panhellenic community.

III. POLICY MANAGEMENT

Responsible Office: Division of Student Affairs

Responsible Executive: Senior Vice President for Student Affairs

Responsible Officers: Senior Vice President for Student Affairs

IV. EVENT REGISTRATION

Any student organization social event must be registered through AU Involve at least seven (7) school days prior to the event.

In addition, any event, regardless of nature, that meets the criteria outlined in the [University Event Policy](#) must also be registered through the Campus Event Planning System per their required timeline.

If a question regarding the proper classification of an event or activity exists, it is the responsibility of that organization to consult with the respective office(s) before proceeding with the event.

V. SOCIAL EVENT RISK MANAGEMENT REQUIREMENTS

A. General Requirements

1. The organization is expected to immediately call 911 for assistance in the event of an emergency.
2. The possession, sale, use or consumption of alcoholic beverages, while on organization premises or during a student organization event, in any situation sponsored or endorsed by the organization, or at any event a reasonable observer would associate with the student organization, must be in compliance with any and all applicable city, county,

state, and federal laws and university and inter/national organization policies, and must comply with either the BYOB or Third Party Vendor requirements.

3. No alcoholic beverages may be purchased through or with organization funds nor may the purchase of alcoholic beverages for members or guests be undertaken or coordinated by any member in the name of or on behalf of the organization. This includes, but is not limited to the use of apps, such as Venmo or Tilt, to collect funds for purchasing alcohol. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, is prohibited.
4. Open Parties, meaning those with unrestricted access by non-members of the organization, without specific invitation, are prohibited.
5. No new, active, recently active, or alumni members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
6. The manufacture, possession, use, sale or distribution of any illegal drugs, controlled substances, or drug paraphernalia while on organization premises or during a student organization event or at any event that a reasonable observer would associate with the organization is strictly prohibited.
7. No organization may co-sponsor an event with an alcohol distributor or tavern at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, an organization may rent or use a room or area in a tavern for a closed event held within the provisions of this policy..
8. Organizations partnering with restaurants to collect proceeds for purposes of organizational fundraising may only utilize proceeds from food sales. Proceeds from alcohol sales are prohibited.
9. No organization may co-sponsor, co-finance, attend, or participate in a function at which alcohol is purchased by another group or organization.
10. Alcohol is prohibited at, or in association with, any recruitment/rush/intake activities associated with any organization. Additionally, no recruitment/rush/intake activities associated with any organization may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.
11. No member, pledge, associate member, new member, neophyte, novice, or guest at an organization event shall permit, tolerate, encourage or participate in drinking games, contests, challenges or activities that encourage the rapid or excessive use of alcoholic beverages. This includes but is not limited to alcohol consumption via “shots,” “shotgunning,” being “iced,” playing “beer pong,” “quarters,” “century club,” or any other related activity. Additionally, devices intended to accelerate the consumption of alcohol (funnels, shot glasses, etc.) are prohibited.
12. No alcohol shall be present at any ritual of the organization or at any event for or about members who are not yet fully initiated, such as neophytes, pledges, associate members, new members, or novices. This includes but is not limited to activities associated with informational sessions, intake, crossing, “bid night,” “big brother – little brother” events or activities, / “big sister - little sister” events or activities, “family” events or activities and initiation.
13. No alcohol is permitted at or in conjunction with a philanthropy event.
14. During an organization social event, alcohol is not permitted to be consumed in, or

distribution from, individual's rooms or anywhere other than the space designated for hosting the event.

15. Event attendees are not permitted to leave the event with alcohol.
16. No common source of alcohol is permitted.
17. Security is required at the ratios listed in section I. of this policy. If security cancels prior to, does not show for an event, or does not bring the required number of officers, the organization will not be permitted to hold the event as planned.
18. Sober monitors and security are required for social events, as noted in this policy. However, it is expected that organization members have shared responsibility to keep attendees safe. All members are responsible for the health and safety of their guests and must report concerns to the proper authorities.

B. Education

Before a student organization is permitted to host a social event, the active president and at least one additional officer (risk manager, social chairperson, or another executive officer) must complete an annual social event training session. Additionally, the student organization must confirm, via the event registration form that all current members received the Social Event Policy.

C. Food and Non-Alcoholic Beverage Requirements

1. The organization must provide an amount of free non-alcoholic beverages (served in closed containers) at least equal to the total number of people in attendance at the event. For events where a Third Party Vendor Bartender is used, then free non-alcoholic beverages are still to be available to guests. Other than the beverages listed in the BYOB section of this policy, outside beverages are not permitted by event attendees. In the case of an event at a Third Party Vendor facility, having the ability to provide free cups of water will meet this requirement.
2. The organization must provide free food (non-salty snacks) for the number of people in attendance.
3. Food and non-alcoholic beverages should be contained within one centralized location.

D. BYOB Requirements

1. General: Members and guests who are of legal drinking age are permitted to bring alcohol to a social event. Upon check-in, the alcohol will be checked by the monitors and security to ensure the following requirements are met:
 - a. Per person alcohol amounts for *any* function with alcohol: Maximum of six (6), twelve (12) ounce cans *or* plastic bottles of beer, wine coolers, *or* malt beverages or 1 bottle of wine, not to exceed 750 ml (25.36oz). Organizations may opt to lower the maximum if they choose.
 - b. Beverages above 15% Alcohol By Volume (ABV) are not permitted.
 - c. No kegs or common source of alcohol are permitted.
 - d. No shots, drinking games, or other activities that encourage inappropriate drinking behaviors.
2. Alcohol Service Center
 - a. One centralized location must be established for the distribution of all alcoholic

- b. beverages.
- b. The organization may keep alcohol in a cooling area such as a large, sanitized rubber trash can filled with ice. The cooling area must be guarded at all times.
- c. Organizations hosting BYOB events must use an accountability system, such as punch cards, tags and tickets, or wristbands to monitor the distribution of alcohol back to the individuals who brought it to the event.
- d. Sober monitors over the age of 21 may staff the alcohol service center. Monitors are not permitted to serve anyone who is intoxicated, even if the person has alcohol remaining.
- e. Only one alcoholic beverage may be acquired at a time.
- f. Alcohol not consumed by the end of the event must be left at the alcohol service center. The alcohol must be locked up for the night and may be claimed the following day by the people who brought it to the event. All remaining alcohol left after that time will be discarded.
- g. During the last 45 minutes of an event, alcohol service must stop.

E. Third Party Vendor Requirements

1. Organizations hosting a social event have the option to contract with a Third Party Vendor to sell and serve alcohol or host the event at their local establishment. Organizations may also contract with a Third Party Vendor to provide licensed bartending services for events hosted at the student organization house on campus. Per the Auburn Interfraternity Council, Third Party Vendor bartenders hired to work at IFC fraternity houses are not permitted to serve beverages above 15% Alcohol By Volume (ABV).
2. Third Party Vendors and the organization president must sign the *Third Party Vendor Form*, acknowledging they understand the policy requirements. The organization must submit the completed form before the social event will be approved.
3. Failure of the vendor to adhere to the requirements may result in cancellation of the event and prohibition of the vendor being allowed to serve at or host future events. If the vendor improperly represents itself as licensed and insured, the organization and university will report the vendor to the university, local and state authorities.
4. At Third Party Vendor events, either at the vendor's facility or when a vendor's bartending services are provided, no organization nor its members/guests may
 - a. Open a tab;
 - b. accept free or discounted alcohol or an open tab in exchange for hosting an event;
 - c. accept free or discounted alcohol or an open tab in exchange for partnering with another organization, group, or business;
 - d. invite members/guests to a third party vendor facility in order to take advantage of discounted alcohol or an open tab;
 - e. host an event where a cover charge is collected and members/guests are provided with free or discounted alcohol after paying the cover charge.
5. Third Party Vendors must:
 - a. Be properly licensed by the appropriate local and state authority. This might involve both a liquor license and temporary license to sell on the premises where the function is to be held.

- b. Agree in writing to method of payment for alcohol sales. Each drink must be purchased in its own transaction by the person who will consume it.
- c. Ensures alcoholic beverage service ceases 45 minutes before ending time of the event.
- d. Assume in writing all the responsibilities that any other purveyor of alcoholic beverage would assume in the normal course of business, including but not limited to:
 - i. Verifying legal age upon sale of alcohol
 - ii. Not serving individuals who appear to be intoxicated
 - iii. Maintaining absolute control of all alcoholic containers
 - iv. Collecting all remaining alcohol at the end of a function (no excess alcohol, opened or unopened, is to be given, sold or furnished to the organization)
 - v. Allows no drink specials as part of the organization event.

6. Third Party Vendor Facilities should:

- a. Be properly insured with a minimum of \$1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider. The above “certificate of insurance” must also show evidence that the vendor has, as part of their coverage, “off premise liquor liability coverage and non-owned and hired auto coverage.” The certificate of insurance must name as additional insured (at a minimum) the local organization hiring the vendor as well as the inter/national organization with whom the local organization is affiliated.
- b. Designate which areas of the facility will be for the sponsoring student organization(s) and ensure that only members and guests for that specific event enter the function.
- c. Ensure no event attendee leaves the facility with alcohol.

F. Promotional materials

- 1. Promotional materials used to advertise a social event may not include any reference to alcohol, drugs, nudity, or provocative behavior.
- 2. Promotional materials may not include copyrighted materials or images the organization is not licensed to use.
- 3. Signage, postings, and other advertising must state that events are private (for members and approved guests only), list cost of admission if applicable and give instructions for obtaining invitation, if applicable.

G. Guests/Occupancy

- 1. Student organization social events are limited to Auburn University students and their guests. High school students are prohibited from attending events where alcohol is present.
 - a. IFC/Panhellenic organizations: Invitation guest lists with specific names of each member and the (up to) three guests per member and invited guests (including full name and date of birth for each guest) must be completed for each social event and submitted to the Office of Greek Life at least one school day prior to the event. After this time, no substitutions or additions are permitted. No more than three guests per attending member are allowed entry or capacity of the area/facility fire

code, whichever is smaller. The guest list must include the names of members who plan to attend and their respective guests for each member. Each guest must be assigned a member.

- b. The student directory, phone directory, yearbook or Greek directory are not acceptable guest lists. Invitations should be issued to the guest(s) that a member wishes to invite to the event.
- c. NPHC/MGC and all other student organizations: Non-AU students must be accompanied by an AU student and must provide driver's license or other federally recognizable ID upon entering the event. Upon signing in, all guests must include their name, date of birth and AU student serving as their host. This list must be submitted to the Office of Greek Life (Greek organizations) or Office of Student Involvement (other student organizations) no later than one school day after the event. Maximum capacity is not to exceed fire code of the event venue.

H. Entrances, Exits

- 1. There must only be one entrance to the event venue.
- 2. Multiple exits must be available due to fire codes and laws; however, exits cannot be used as entrances.
- 3. The entrance and exits must be controlled and managed by security and monitors.

I. Organization Monitors and Security

1. Organization Monitors – Overview

- a. Student organizations must appoint one primary sober point of contact from the organization's executive leadership (preferably the president or risk manager) for the event. In addition, the organization must appoint members to serve as sober monitors.
- b. Monitors must complete the training course (offered at least twice per year) prior to working any event and are not to consume alcohol prior to or during the social event.
- c. Specialty clothing or accessories must be worn by the monitors to set them apart from the rest of the attendees.
- d. If the event is co-sponsored by more than one group, representatives from all participating organizations must serve as sober monitors to ensure the safety of all guests and that all applicable rules are applied.
- e. Monitors are responsible for:
 - i. regulating social events and adhering to this and other university and inter/national organization policies;
 - ii. assisting hired security with controlling entrances and exits;
 - iii. verifying the identity of guests and confirming their information is included on the guest list;
 - iv. assist security in examining photo identification and placing wristband on guests 21 years of age and older (for BYOB events or social events where alcohol is served);
 - v. assisting security in monitoring behavior of event attendees and responding to issues when needed;
 - vi. denying entry to anyone they believe is already impaired by alcohol or other

- drugs, even if the person is on the invitation guest list (In these situations, the member hosting the guest must leave with the guest. If the intoxicated attendee is a member, all of the member's guests must also leave the event);
- vii. assisting with alcohol service center if over 21 years of age.

2. Security

Through the event registration process, the student organization must use a security vendor that meets all Auburn University vendor requirements and Alabama statutory requirements set forth in the Alabama Code § 34-27C-1 et seq. It is the registering organization's responsibility to ensure that their hired security vendor adheres to all Auburn University policies and all relevant federal, state, and local laws and ordinances. Responsibilities for hired security include but are not limited to:

- a. Checking Identification cards of all guests upon admission to the event.
- b. Managing the entrance of the event and ensuring the event does not exceed posted occupancy limits.
- c. Contacting 911 in the event of a medical emergency, Auburn Police Department, or local law enforcement in the event that criminal behavior or activities, and Auburn University Campus Safety and Security to report Clery violations.
- d. Providing the appropriate number of officers in compliance with the Student Organization Social Event Policy.
- e. Ensuring that only individuals on the provided guest list are permitted into the event. Any individual who is not listed on the guest list that is admitted, must be immediately added to the invitation list by a specific host organization member as one of their maximum three (3) guests. Should the member already have listed or admitted three (3) guests, then another member must submit the individual onto the invitation list, or the guest shall not be granted admission into the event. The member to whom the guest is assigned is responsible for the behavior of that guest. For NPHC, MGC, and other student organization's events, the security vendor is to ensure that guest access to the event is maintained in compliance with this policy.
- f. Verifying alcohol brought in by attendees meets the BYOB requirements specified in this policy;
- g. Ensuring attendees remain in the designated party area;
- h. Monitoring noise levels;
- i. Ensuring events ends on time.

3. Security/Monitor Ratios

IFC/Panhellenic organizations: One monitor for every 30 attendees is required with a minimum of 6 sober monitors per event and a maximum of 15. Up to 1/3 of sober monitors may be new initiates. In addition, at least 1 licensed security guard is required with a minimum of 1 guard for every 50 people in attendance. Security guards may not serve as substitutes for sober monitors.

NPHC/MGC and other student organizations: At least two sober monitors are required for events. In addition, at least 1 licensed security guard is required with a minimum of 1 guard for every 50 attendees.

J. ID Checks

1. Attendees who are of legal drinking age and bring alcohol to the event will receive a non-adjustable, event-specific wristband that is not easily copied.
2. Members and guests who are not of legal drinking age or do not bring alcohol may receive an organization specific hand stamp or a wristband that is different from the wristbands given to those who have checked alcohol.
3. Members and guests without the appropriate wristband are not permitted to consume alcohol. Anyone consuming underage will be instructed to leave the event immediately.

K. Themes

1. Event themes should not be disrespectful or degrading to any person or population.
2. The theme must comply with the Auburn University anti-discrimination policy which prohibits “any form of discrimination or harassment against a student’s race, color, sex (sexual orientation, gender identity, and gender expression), national origin, age or disability.

L. Start/Ending Times

Unless special permission is obtained in advance from the appropriate campus office, no organizational social events may begin before 8:00 am. The ending time, when attendees are required to leave, is dependent on the location of the event as noted below:

1. Outdoor Events: Events that begin on Sunday-Thursday must end no later than midnight. Events that begin on Friday and Saturday must end no later than 1:00 am the following morning.
2. Indoor Events: Events that begin on Sunday-Thursday must end no later than midnight. Events that begin on Friday or Saturday must end no later than 2:00 am the following morning.

M. Noise

If amplified sound should penetrate outside the venue, then it is the organization’s responsibility to maintain the sound at a reasonable level (defined by respective police department and local noise ordinance), so as not to disturb others.

N. Event set-up/Tear down for On Campus Events

Event Set-Up & Tear-Down Requirements

1. Trash cans must be placed at the entry door and any exit doors.
2. All exits must have signs posted, which are at least 20 inches on each side that give easy instructions for getting a safe ride home.
3. The venue must be completely cleaned by 8:00 a.m. on the morning after the event (Monday-Friday) or by 10:30 am on Saturday and Sunday mornings.
4. Event structures must be approved per the applicable [*Theme Party Construction Policy*](#).

O. Out of Town Social Events

1. A guest list and event itinerary, including lodging location(s) are required and must be attached to the event registration form. Examples include, but are not limited to formals, camping trips, overnight float trips, etc.

2. Any student organization that sponsors a social event away from campus is obligated to adhere to all local and state laws where the event will be hosted.
4. When busses are provided, organization must provide licensed and insured security guard(s) at each bus to check the bus prior to departure, ensuring no attendees are permitted on the bus with alcohol.
5. Organizations affiliated with the Auburn Panhellenic Council must end out of town events no later than 12:00am.
4. For out of town social events, the organization must comply with all requirements noted in this policy.

VI. COMPLIANCE

Auburn University student organizations alleged to have violated this policy are subject to review through the Office of Student Conduct or referral to other applicable university disciplinary processes.

If a student organization is accused of violating this policy, their actions will be assessed to determine the organization's role in:

1. Negligently allowing behavior. The student organization did not follow policies and procedures which could have prevented the violation;
2. Condoning behavior. The student organization did not take steps to prevent the behavior, did not actively oppose the behavior, or has a culture of behavior that violates this policy;
3. Facilitating behavior. The student organization coordinated or was an active player in the violation.

Any conduct outcome listed in the [Code of Student Conduct](#) or other applicable policies may be imposed upon individual students or a student organization found responsible for violating this policy. Depending on the violation and severity, conduct outcomes include but are not limited to warning, loss of privileges, educational sanctions, fines, or loss of university recognition.

VII. REVISIONS

This policy will be reviewed annually and revised at the discretion of the Senior Vice President for Student Affairs or his or her designee.

Policy Approved: January 18, 2019

Policy Effective: May 6, 2019