

# GUIDELINES

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## GREEK LIFE

### SOCIAL EVENTS

#### SUMMARY

The set of guidelines below are Greek Life Office requirements and recommendations. All Greek organizations must follow Greek Life requirements. Greek Life recommendations should be considered but are not required.

If the Greek organization is affiliated with a national or international organization whose policies are stricter than the Auburn University policies in whole or in part, then the Greek Life Office recommends the organization follow the more restrictive policy.

#### PURPOSE

Greek Life Social Event Guidelines are to further assist Greek organizations in planning, promoting, and hosting safe and responsible social events. These guidelines are a continuation of the [Auburn University Student Organization Social Event Policy](#) and are to be followed by each Greek organization at Auburn University. These guidelines will include specific requirements and recommendations concerning hosting a social event, especially those events that have alcohol.

For health, safety, and security reasons, the Greek Life Office has the right to cancel events if the event is conducted in a manner inconsistent with Auburn University policies or Greek Life guidelines or in the case of a weather emergency.

#### DEFINITION

A social event is an organized event held on or off campus that is social. Any event, including alcohol, is defined as social. Examples include band parties, date parties, house parties, social events, formals, parents' events, alumni events, etc. Many social events include alcohol. When alcohol is present at events, there is a greater need to plan carefully to manage the additional risk involved. Social events must follow all chapter and Auburn University policies including compliance with health and safety policies and procedures.

#### REGISTRATION REQUIREMENTS

- Any social event or activity sponsored or endorsed by the Greek organization on or off-campus must be registered through AUinvolve at least seven class days before the event.
- No social event may begin before 8:00 a.m. and must end no later than midnight unless it is Friday - Saturday; then, it must end no later than 1:00 a.m. the following morning.
- No social event may be hosted during the week of final exams.

*Note: Events registered less than seven Auburn University business days before the scheduled event date may not be approved, regardless of the amount of money the group has already invested in the event. Any event that is registered late is not guaranteed to be approved. Organizations should register events with as much notice as possible to reduce the likelihood of having an event denied.*

#### VIOLATION PROCEDURE

This procedure will follow if an event is not registered within seven Auburn University business days before the event takes place. All other event policy violations in this policy and all other policies that govern event management will be referred to the Office of Student Conduct.

- First offense - the Chapter President and Chapter Advisor will receive a warning letter from the Greek Life Office stating that an event was submitted late and a reminder of the event registration and submission policy.

- Second offense - if the organization submits an event late, after the first offense, the organization will have an event registration and submission meeting with a staff member in Greek Life to review policies and set expectations.
- Third offense - the event will be denied, and the organization will be referred to the appropriate conduct process for violating the Social Event Guidelines and Auburn University Student Organization Social Event Policy.

*Note: Event registration and submission offenses are reset at the start of every calendar year.*

## **ALCOHOL SERVICE OPTIONS**

The Office of Greek Life requires that if alcohol is present, it must be either:

- Provided and sold on a per drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.) The vendor and chapter must complete the [Third-Party Vendor Agreement Form](#) and be uploaded with the AUinvolve registration.
- Brought by individual members and guests through a bring your own beverage (BYOB) system that is managed using an Alcohol Service Center.

The Greek Life Office requires that the Alcohol Service Center be a single location where Greek members and guests must store and safely retrieve alcohol. Additionally, Greek Life recommends that the Alcohol Service Center be a single location where tickets are provided with one ticket per container of alcohol, and the person must present the ticket to retrieve one container of alcohol at a time.

## **ALCOHOLIC BEVERAGES**

The Greek Life Office prohibits:

- Common sources of alcohol, including bulk quantities, kegs, common containers, or freely available container(s), are not served by a licensed and insured third-party vendor.
- The presence of alcohol products above 15% alcohol by volume (ABV) is prohibited at any event except when served at an event by a licensed and insured third-party vendor.
- Purchase of any alcoholic beverages with organization funds or funds pooled by members or guests.
- Drinking by members and guests who are under the legal drinking age (21 years old).
- Liquor on campus, including chapter houses and property.
- Shots, drinking games, or other activities that encourage inappropriate drinking behaviors.
- Alcohol or drugs at any event or activity related to the new member joining process (e.g., recruitment, intake, rush, etc.). No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation into an organization, including, but not limited to, "bid day," "big/little," and ritual events.

The Greek Life Office requires:

- Alcohol is to be checked at event check-in by the sober event monitors, and security to ensure the maximum alcoholic beverages per person are:
  - Six (6), 12-ounce cans or plastic bottles of beer, wine coolers, seltzers, or malt beverages, or malt beverages or one (1) bottle of wine, not to exceed 750 mL (25.36 oz.).

## **SECURITY**

The Greek Life Office requires:

- Security any time alcohol is present.
- The security vendor and chapter must complete the [Third-Party Vendor Agreement Form](#), and it must be uploaded with the AUinvolve event registration.
- Two guards at entry and exit, with one additional guard at any other possible entries or exits.

The Greek Life Office recommends:

- For security guards to be positioned in high-traffic areas of the social event.
- These security companies have been vetted through Campus Safety and Security and are an option for chapters to use.

## **SOBER MONITORS**

The Greek Life Office requires:

- A minimum of four sober monitors. If co-hosting an event with another organization, then each organization must have a minimum of four sober monitors.

The Greek Life Office recommends:

- One sober monitor per 50 guests per organization.

## **ENTRY/EXIT**

The Greek Life Office requires:

- At minimum, one entry/exit.
- The guest list to be checked at entry/exit by sober monitors and security.
- That security guards at entry/exit check identification for all attendees.
- That guests must be 19 years old or a student at Auburn University.

## **GUEST LIST**

The Greek Life Office requires:

- Guest lists are limited by the smaller or local fire or building code capacity of the event facility or host venue or a three-to-one (3:1) guest-to-active member ratio.
- Attendance at any social event where alcohol is present is to be by invitation only.
- Chapters must follow their guest lists.
- Chapter must finalize and upload their guest list to AUinvolve at least 24 hours before the event. Only members and guests on the final guest list shall be granted entry to the event.

## **FOOD AND NON-ALCOHOLIC BEVERAGES**

The Greek Life Office recommends:

- Free food and non-alcoholic beverages are provided and made available to the number of people in attendance.
- Food and non-alcoholic beverages should be contained within one centralized location.

## **GAME DAY EVENTS**

A game day event is any event with alcohol hosted by a Greek organization on the day of an Auburn University home football game. A game day event may occur before the start of a game and must end 30 minutes before the start of a game. These events do not need to be registered in the AUinvolve event registration system.