

# SYRACUSE UNIVERSITY

## OFFICE OF FRATERNITY AND SORORITY AFFAIRS

### Social Event Guidelines

#### I. Social event requirements

- a. The chapter must be a recognized student organization per the University and FASA policies and standards.
- b. The chapter must be in good standing with all national, regional, and local guidelines.
  - i. Chapter advisor: The chapter MUST have a chapter advisor within a 2-hour driving distance of Syracuse, NY. This advisor must be financial within the national organization and recognized by the national organization as the chapter's advisor. This person must be able to attend the monthly FASA advisors meeting. The chapter must provide proof of the advisor's proximity to SU and their financial standing in the national organization to FASA.
- c. The chapter must be in good standing with the University.
- d. The chapter must maintain an average 2.5 GPA in order to sponsor or co-sponsor social events.
- e. The chapter must have a current proof of insurance on file within the Office of Fraternity and Sorority Affairs.
- f. The chapter and/or provider of the premises must have up-to-date fire insurance/inspection certificate from the Syracuse Fire Department.
- g. The chapter president, social chair/risk management chair, new member/recruitment/intake chair, and house manager, must attend the risk management training to sponsor/co-sponsor, social events of any kind (party, presentation to campus show, concert, etc).
- h. No event can happen before the first day of classes or after the last class of the fall or spring semester.

#### II. Events that Involve Alcohol

- a. **Invite-only.** These events happen at the chapter house, where non-members attend and alcoholic beverages may be brought by those of legal drinking age.
  - i. The maximum number of attendees cannot exceed fire safety regulations and is encouraged not to exceed 150 guests, including chapter members. If the event exceeds 150 guests, security must be hired to supervise the event.

- ii. Guests, who are of age and choose to drink, may bring their own alcoholic beverages.
  - iii. Guests may bring a maximum of 6 beverages, none of which may exceed a 7% alcohol content. This is limited to six (6), 12-ounce cans of beer or four (4), 10-ounce wine coolers.
  - iv. The chapter cannot provide any alcohol, including kegs, common source, or hard alcohol.
  - v. Chapters must establish one clearly defined area where alcohol is collected and distributed to the event guests who brought it.
  - vi. Upon arrival, each guest must give their name and their alcohol to the event manager. The guest will receive a bracelet with a number of tabs that correspond with the number of drinks they brought.
  - vii. The chapter must provide non-alcoholic drinks and beverages equal to the number of underage guests at the event. This station must be clearly labeled and in a common location where all guests can access the food and beverages provided.
  - viii. The chapter must submit receipts to prove they provided non-alcoholic drinks and food, and the event post-list to FASA by 5 p.m. on the Monday after the event.
- b. **Members only.** These may include alumni and parent(s)/family events. Guest list and wristband procedures apply for these events as well.
  - c. **Date parties and formals.** These events must have a ratio of one member per guest (formals), with a maximum guest list of twice the membership. These events cannot be overnight and the location of the event and proof of insurance (if alcohol is served) must be provided. Beginning Spring 2011, any chapter event that is out of state or the country will require the use of buses from a company approved by the Office of Fraternity and Sorority Affairs. You will need to submit the bus contract or invoice prior to the event along with the guest list for the event.
  - d. **Outdoor events.** This is considered to be any outdoor event that is hosted on the chapter's property. These events must have temporary fences and guests are expected stay within this area. Fencing is required to enclose all outdoor social functions/activities. The maximum number of attendees cannot exceed fire safety regulations and it is encouraged not to exceed 150 guests, including chapter members. If the event exceeds 150 guests, security must be hired to supervise the event.
  - e. **Tailgates.** Chapters are allowed to tailgate on their respective property. This event must be registered. It must begin after 12pm and end before 7pm and can be no longer than 2.5 hours in duration. Event must end within the first half hour of the sporting event start time. Guest list and wristband procedures apply.

### III. Registering your social event

- a. All social events must be registered 8 business days prior to the event.
- b. To register an event, the chapter must submit:
  - i. List of event managers at events where alcohol is present (1 per 25 guests)
  - ii. Insurance forms (if not on file or if the event is taking place at a location other than the chapter's facility).

- iii. The party theme (must be submitted in writing 8 business days prior to the event for approval by the director/assistant director of FASA. The chapter will be notified if the theme is not approved by FASA.
- c. Along with the theme and party registration, include contact information for the chapter's president and social chair (name, phone, and e-mail).
- d. Events that occur Thursday must start after 8 p.m. and end before midnight and be no longer than 2.5 hours in duration. Friday and Saturday night events must start after 7 p.m., end before 2 a.m., and be no longer than 4 hours in duration.
- e. Your guest list must be typed and numbered with guests under the age 21 clearly identified. This list must be turned in when you pick up your wristbands.
- f. **Wristbands.** For events where alcohol will be present (excluding events at 3rd party vendors), wristbands must be purchased for all guests. These can be picked by the chapter, from the Office of Fraternity and Sorority Affairs, on the Thursday prior to the social event from 9 a.m.-4:00 p.m. or the Friday prior to the event from 9 a.m.- 4 p.m.
- g. **AFTER THE EVENT:** The post-list (guest list sign-in) must be submitted to the Office Coordinator of FASA, by 12 p.m. the day after the event or, if on a Friday or Saturday, by 12 p.m. the Monday after the event.

#### IV. Preparing for your event

- a. For the safety of chapter members and guests, no chapter may exceed its maximum occupancy for assembly space.
- b. Decorations must meet all fire code regulations.
- c. Chapters must handle complaints from neighbors and police in a courteous, cooperative, and respectful manner.
- d. Chapters must designate one clearly defined entrance where IDs are checked, guests sign in, and wristbands for drinking guests are distributed. There must be TWO event managers checking IDs. Only SU students, on the guest list, should be admitted with a valid ID. Anyone under the age of 18 will not be admitted unless they are an SU student. Guests and attending chapter members must sign in at the entrance.
- e. The chapter has the right and responsibility to deny admittance to anyone impaired by alcohol and other drugs, even if the person is on the invitation list.
- f. Chapter members or their guests may not provide, partake, use, or sell illegal drugs.
- g. Alcohol may not be provided by the chapter. Common sources of alcohol including, but not limited to kegs, party juice, jungle juice, or party balls are prohibited. All drinking games are prohibited.
- h. Chapters must post clearly visible signs at each alcohol distribution center that indicate:
  - a The names of the event managers/Event Manager for the event
  - b The name and phone number of at least three local taxi services
  - c That drinking alcohol under the age of 21 is against state law.
  - d That providing alcohol to anyone under the age of 21 is against state law.

**Unregistered Parties**

Having an unregistered party can result in the chapter's social privileges revoked. Chapters/members attending unregistered parties will also be sanctioned. Sanctions can include, but are not limited to: the social probation of the chapter, referral to Judicial Affairs, a council Judicial Board appearance, or a sanction, as decided upon by the director of FASA.

Unregistered parties are any social gatherings that have not been registered

**Fall 2016 Blackout Dates:**

August 25<sup>th</sup>, 26<sup>th</sup>, 27<sup>th</sup>

September 23<sup>rd</sup>, 24<sup>th</sup>, 29<sup>th</sup>, 30<sup>th</sup>

October 1<sup>st</sup>, 28<sup>th</sup>, 29<sup>th</sup>

November 4<sup>th</sup>, 5<sup>th</sup>