

Indiana State University Social Event Guidelines

Outline

- I. Definitions
 - II. Registration of Social Functions
 - A. Conditions Requiring Registration
 - B. Additional Approvals
 - C. Registration Process
 - III. Standards and Restrictions for Social Functions
 - A. Days and Times
 - B. Guests
 - C. Decorations and Physical Facilities
 - D. Security and Law Enforcement
 - E. Other Regulations
 - IV. Use of Alcoholic Beverages at Social Functions
 - A. Alcoholic Beverage Permit
 - B. Requirements of Sponsoring Organizations
 - V. Enforcement
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I. Definitions: For the purpose of these guidelines, the terms listed below shall have the following meanings unless a different meaning is clearly indicated by the use of the term in the text.

- A. “Guest” shall mean a person who is invited by the student group which is hosting the social event.
- B. “Member” shall mean those individuals who are considered members, actives, new members, or associates in accordance with the student group’s constitution or by-laws.
- C. “Registration” shall mean the ISU Social Event Registration form which is submitted by the sponsoring student organization(s) seeking registration for hosting a social program.
- D. “Permit” shall mean the alcohol permit agreement issued by the Office of Student Activities and Organizations providing registration for the sponsoring organization(s) to host or sponsor a social event at which alcoholic beverages will or may be consumed in compliance with the ISU Alcohol Policy for Student Related Events.
- E. A “Social Event” shall be defined as any event planned, sponsored, promoted or funded by a student group that is inherently social in nature and at which non-members of that organization are in attendance, including any event sponsored by an alumni/alumnae/graduate chapter that is promoted by or held in conjunction with the registered student organization.
- F. “Student Organization” shall mean a student group or organization that is currently registered with the Office of Student Activities and Organizations as a recognized campus student group or organization.
- G. “Common Source” shall mean any alcoholic beverage (beer, wine, or liquor) that is provided by a student group, member, or guest and that is made available for consumption by any member or guest at a social event. A common source shall not include “cash bars” operated by a state licensed third party or an alcoholic beverage brought to a social event by a member or guest for personal consumption.

II. Registration of Social Functions

- A. Conditions Requiring Registration
 - (1) Social events or functions sponsored on- or off-campus to be registered with the Office of Student Activities and Organizations include, but are not limited to, band parties or any social event featuring musical entertainment by a band, disc jockey, or other performer; swaps; formals; theme parties; step performances and other events as specified.
 - (2) Other on- or off-campus events to be registered with the Office of Student Activities and Organizations include but are not limited to the following:
 - a) Events involving 50 or more people.
 - b) Events utilizing an expansive area of campus property.
 - c) Events creating potential traffic congestion.
 - d) Events presenting a health or safety hazard.
 - e) Any on-campus social event, party, dance.
 - f) On-campus amplified music beyond personal stereo systems

- (3) Each musical performance by a band, disc jockey or other performer constitutes a separate event and must be registered separately.
- (4) The University reserves the right to limit the number of events requiring UPD or approved security personnel assigned by the office of Student Activities and Organizations based on the number of events scheduled at a given time. In addition, UPD will conduct a security assessment prior to approval for on-campus programs and reserves the right to disallow security personnel or firm at its discretion.
- (5) Registration with the office of Student Activities and Organizations of specified social functions shall be the sole responsibility of the sponsoring and/or co-sponsoring organizations.

B. Additional Approvals

Any events held in residence hall grounds, apartments, or University contracted housing must seek additional approval from the Director of Residential Life. Any events in close proximity of the residence halls and/or university apartments will need to be approved by the Director of Residential Life or designee in advance of the event.

C. Registration Process

All social functions must be registered in person at the Office of Student Activities and Organizations at minimum **one week (7 days) prior to the date the event is scheduled to take place**. This timeframe is subject to change per review of facility needs and will be communicated accordingly.

- (1) At the time of registration, all organizations sponsoring or co-sponsoring a social event must submit to the Office of Student Activities and Organization a signed copy of Social Event Registration form.
- (2) A Pre-Event Consultation will be conducted by the Office of Student Activities and Organizations with the sponsoring organization upon receipt of the Social Event Registration form.
- (3) If alcohol is going to be present at the event, then the organization must submit the ISU Social Event with Alcohol Beverage Permit and receive registration from the Office of Student Activities and Organizations.
- (4) If the registration deadline is missed, organizations may still be able to register events. However, under these circumstances, an Office administered event and risk management plan will be put in place and disseminated with the organization and event coordinators.
- (5) For any event at which individuals present are not members of the sponsoring organization(s), an accurate guest list must be maintained during the event and submitted to the Office of Student Activities and Organizations no later than 72 hours after the event. Repeated failure to submit guest lists may result in disciplinary action or referral to the appropriate student conduct board.
- (6) Organizations must complete and submit to the Office of Student Activities and Organizations the “Social Event Planning Checklist” no later than 72 hours after the conclusion of the event.

III. Standards and Restrictions for Social Events

A. Days and Times

- (1) The Office of Student Activities and Organizations will not register events on-campus or off-campus at which the presence of alcohol is planned or anticipated during Sunday through Wednesday.
- (2) The hours for on-campus indoor social functions may not begin prior to 5pm and are to end at least 30 minutes prior to the facility closing hours.
- (3) Indoor musical entertainment (bands, disc jockey, individual performers or combos, audio/video systems) at on-campus events may begin no later than 10:00 p.m. and must end no later than the designated times for the respective facility.
- (4) The hours for outdoor social functions involving musical entertainment will be determined by University personnel per a review of academic and administrative functions as well as the completion of a University Safety Assessment.
- (5) Outdoor social functions not involving musical entertainment will be determined by University personnel per a review of academic and administrative functions as well as the completion of a University Safety Assessment.
- (6) For events with both afternoon and evening social functions, there must be at least a three hour break between the two separate events (i.e. Day party lasting from 1:00 – 5:00, evening band party could start no earlier than 8:00 p.m.).
- (7) No social events may be registered to occur during the five (5) day period preceding or for the duration of final exams for the fall and spring semesters or during the two (2) day period of the summer term.

B. Guests

- (1) Social events sponsored by student organizations must be limited to members, guests, and other invited students with valid college IDs. A sign shall be conspicuously displayed at all event entrances indicating the event is restricted to members and invited guests, stating ending time of the event, and that no glass bottles are allowed.
- (2) Any form of public advertising off-campus to encourage attendance at social events is strictly prohibited, unless it is to include other college/university campuses, is an alcohol-free event, or is being held at a non-residential facility and meets the other criteria for open events contained in number (6) of this section. Campus advertising should indicate that a valid photo college ID is required for admission.
- (3) Student organizations wishing to charge admission to approved events must adhere to the following:
 - a) UPD or approved security personnel are assigned when appropriate at the expense of the organization.
 - b) Total tickets sold/admission charged and/or invited guests present must not exceed the designated capacity for the facility. The number of organizational members must be included when determining total attendance.
 - c) Events must be limited to inside the designated facility.
- (4) Organizations take appropriate measures to ensure that the crowd does not exceed fire code capacity specifications set by the facility manager. Organizations should work with facility manager to determine maximum capacity for each event based on the scope of the event and the locations at which the event will take place. Organizations must develop a plan with appropriate security to prevent attendance at event from exceeding maximum occupancy.
- (5) All state laws regulating loitering on University property apply at all on-campus social events. The sponsoring organization, with the assistance of UPD, will be responsible for identifying and dispersing loiters.
- (6) All off-campus sponsored social activities shall be by invitation only. "Open Parties" are expressly prohibited, except in those instances where the event is held at an off campus location and a licensed third party vendor contractually assumes all responsibility for guest behavior and safety. Such events must be in compliance with the national risk management policy of the host organization(s). Copies of said contracts with third party vendors must be submitted with the appropriate event approval forms.

C. Security and Law Enforcement Personnel

- (1) Any organization hosting an event at which alcohol will be present must provide security for that event. Depending on the nature of the event and the estimated crowd, security may or may not be required for events without alcohol.
- (2) An ISU Event Security Assessment will be conducted by the ISU Department of Public Safety to ascertain the appropriate security personnel required at an on-campus social event. The sponsoring organization will be responsible for the fees incurred for this security team.
- (3) Organizations are responsible for maintaining control of members and guests at their events including identifying and eliminating high risk behaviors. Organizations should notify UPD of potential problems and/or legal violations.
- (4) Security event personnel are hired for security reasons. Anytime law enforcement is needed (to ensure local, state, and federal laws are being followed and to deal with uninvited guests who will not leave), contact campus or local law enforcement officials immediately.
- (5) For off-campus social events, appropriate dress is required with visible badge for security personnel and off-duty law enforcement.
- (6) Security personnel must be present at least one (1) hour prior to an event and one (1) hour after an event concludes. Security should provide assistance to the organization to ensure that crowds disperse no later than 30 minutes after the event ends. Bands and DJs must stop playing at the event ending time.
- (7) The Social Event Chair of the organization must be available to assist with access and be available immediately to the security personnel. This individual must remain sober during the event and be responsible on behalf of the sponsoring organization.
- (8) Organizations should meet with the individuals responsible for access along with security prior to the event to go over the additional expectations for the event including access control. Organizations are responsible for assisting door personnel and security with uninvited guests and crowd control around the door.

- (9) Student groups will be responsible for providing any specific instructions to security officers; such information must conform to rules, by-laws and requirements of any national organization as applicable over the student organization.

D. Other Regulations

All organizations that have oversight from national governing bodies must abide by the regulations of their national organization and be able to present those regulations when social registrations are submitted to the Office of Student Activities and Organizations.

IV. Use of Alcoholic Beverages at Social Functions

A. Alcoholic Beverage Permit Agreement

- (1) Each student group or organization that desires to host or sponsor a social event at which alcoholic beverages may be consumed must apply for and receive from the Office of Student Activities and Organizations a permit prior to the date of the social event. To obtain a permit, a student group or organization must agree to comply with the terms and conditions of the social event guidelines. This agreement must be signed by an authorized officer or representative of the student group or organization.
- (2) Single Event Permit: A single permit is required per event and is issued and valid only for the event named in the permit application. Permits shall be valid only for the location described on the permit. If the location of a social event changes, then prior to the social event it shall be the responsibility of the student group or organization to apply for and receive from the Office of Student Activities and Organizations an endorsement to the permit indicating the new location of the social event.

B. Requirements of Sponsoring Organizations: A registered student organization that is hosting or sponsoring a social event at which alcoholic beverages will be consumed shall comply with the following requirements:

- (1) Comply with all noise limitations, ending or concluding times, social event registration requirements, and all other applicable guidelines regulating social events as set forth in the Student Handbook and Social Event Planning Guidelines.
- (2) Form a risk management committee with a minimum of five individuals that agrees to remain sober at an event. They must be active members of the organization (no associates or new members).
- (3) Provide and make available to members/guests during the duration of a social event non-alcoholic (alternate) food and beverages.
- (4) Adopt and implement a plan or method to identify, such as by stamp or other appropriate device, each member/guest in attendance who is twenty-one (21) years of age or older.
- (5) For the duration of a social event provide and have available transportation by taxi or other similar means for members/guests who are visibly intoxicated or who request transportation. Post signs with taxi service contact information at the main exit of the party.
- (6) Social events at which alcoholic beverages will be present shall be sponsored, hosted or held on a "bring your own beverage" (BYOB) basis or shall incorporate a licensed, third-party alcohol vendor.
- (7) During social events, guest and members are not permitted to consume beverages contained in glass bottles. Organizations will be cited if glass bottles are found to be in and around the party area.
- (8) Student groups are required to secure all entrances and exits where the event will be held. Exits that are locked to keep unauthorized guests from entering the facility must be able to be opened from the inside in one turn. Doors or entrances that are padlocked or double-locked will be considered a violation of the fire code and events will be immediately shut down.

V. Enforcement

- A. By registering a social function, an organization agrees to abide by the policies governing student conduct.
- B. Any individual student and any student group or organization which violates any of the provisions in the Social Event Planning Guidelines, or policies governing student conduct, shall be subject to all of the disciplinary provisions of the Code of Student Conduct.
- C. In addition to any disciplinary action by the University pursuant to the Student Handbook and/or the Code of Student Conduct, student groups or organizations which are member organizations of either local or national groups governed by national organizations shall also be subject to disciplinary action by those local or national councils or groups for a violation of the Student handbook and or the Code of Student Conduct.