



Office of the Dean of Students
Student Life

Date Stamp

**Fraternity and Sorority
Event Policies, Procedures and Request Form**

Last updated: January 2008

Date and Time:

Sponsoring Chapter Name	Event Date	Start Time	End Time
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Sponsoring Chapter Information:

Chapter President	Name	Phone Number	Email Address
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Chapter Risk Manager	Name	Phone Number	Email Address
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Chapter Social Chair	Name	Phone Number	Email Address
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Chapter Advisor	Name	Phone Number	Email Address
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General Information:

Instructions:

1. Read and complete the Event Policies, Procedures and Request Form.
2. The completion of this form is required for all chapter-related events where alcoholic beverages will be served in a chapter facility.
3. Return the completed form to the Dean of Students Suite (215 Creese Student Center).
4. Be sure to include a check for the cost of security if required. Forms will not be processed without a check.

Event Approval Procedure:

1. Upon receiving the form, the Fraternity/Sorority Life staff will ensure that it has been accurately completed.
2. The Fraternity & Sorority Life staff will verify that the chapter is in good standing with the university.
3. The Fraternity/Sorority Life staff will check with the Office of Student Conduct & Community Standards (SCCS) to ensure that the host(s) has no standing Student Conduct Sanctions.
4. If no standing Student Conduct Sanctions, the event form will be approved by the Fraternity/Sorority Life staff and forwarded to the Department of Public Safety, at least one week prior to the event.

Security Payment Procedure:

1. **If your event requires security, paperwork must be received with payment no less than 10 days in advance.**
2. A check addressed to "Drexel University" in the amount to cover the cost of security must be submitted with the form.
3. An event must be canceled at least three (3) days in advance in order to avoid security costs.
4. Public Safety Officers must be assigned and paid for a minimum of four (4) hours and can be increased by whole hours.

For Office of the Dean of Students use only:

Are there any previous events with outstanding paper work due (e.g., Guest List): ☐ No ☐ Yes

Have all chapters signed the Host Acknowledgement: ☐ No ☐ Yes

Verified that the chapter does not have any outstanding violations with SCCS ☐ No ☐ Yes

☐ Approved ☐ Not Approved

Fraternity & Sorority Life Staff Signature _____ Date _____

Public Safety Notified: Date _____ Number of SO's _____ @ \$21.00 per hour Total Cost _____

Sponsoring Chapter(s) Notified: Date _____ Guest List Received: Date _____

Event Application:

Type of Event and Security Needs (check one):

☐ Brotherhood Only Event – No guests

Guidelines:

1. Request must be submitted to the Office of the Dean of Students no later than the Monday prior to the event.

☐ 1:1 Invitation/ Date Event - members and one (1) date per member

Guidelines:

1. Request must be submitted to the Office of the Dean of Students no later than the Monday prior to the event.
2. A guest list must be submitted to the Dean of Students Office, 215 Creese at least 2 business days prior to the event.

☐ Event with Non-Members - These events are by invitation only, where non-members are in attendance and capacity stays within the facility's maximum occupancy of its assembly space.

One (1) Security Officer at the perimeter and one (1) at the point of entry

Guidelines:

1. Request must be submitted to the Office of the Dean of Students 10 Days prior to the event
2. A guest list must be submitted to the Dean of Students Office, 215 Creese at least 2 business days prior to the event.

☐ Multiple Chapter Event – Event hosted by more than one chapter, where non-members are in attendance and capacity stays within the facility's maximum occupancy of its space. These events are by invitation only.

One (1) Security Officer at the perimeter and one (1) at the point of entry

Guidelines:

1. Request must be submitted to the Office of the Dean of Students 10 Days prior to the event
2. Chapter presidents from each of the host organizations must agree to and sign the Host Organization Acknowledgement on this form
3. A guest list must be submitted to the Dean of Students Office, 215 Creese at least 2 business days prior to the event.

☐ Alumni Event – **Guidelines:**

1. Request must be submitted to the Office of the Dean of Students no later than one week prior to the event.
- Provide details for this event: _____

Guidelines for Event Scheduling:

1. Guest lists must be submitted in the time specified to the Office of the Dean of Students or to greeklife@drexel.edu
2. Each chapter may have two (2) events with Non-Members per term with the ability to request more.
3. There may be no more than three (3) events with Non-Members on any given night.
4. These events may only occur on Thursday, Friday and Saturday, with no event starting before 6 P.M. and ending past 2 A.M.

Location of Event and Maximum Capacity (check one):

☐ Alpha Chi Rho - 206 N. 34th (140)

☐ Alpha Epsilon Pi - 204 N. 34th (140)

☐ Pi Kappa Alpha - 210 N. 34th (75)

☐ Delta Sigma Phi (Alcohol Free) - 214 N. 34th (175)

☐ Tau Kappa Epsilon - 3421 Powelton Ave. (250)

☐ Theta Chi – (Alcohol Free) - 216 N. 34th

☐ Sigma Phi Epsilon - 200 N. 34th (____)

☐ Pi Kappa Phi – 3405 Powelton Ave. (150)

☐ Other: _____

Guidelines for Maximum Capacity:

1. For all events, it is the host(s) responsibility to ensure that any given time the number of people within the chapter house does not exceed the maximum capacity.

Will any part of this event be held outdoors?:

☐ Yes

☐ No

If yes, what time will the event begin outside : _____ am pm

If yes, what time will the event end outside : _____ am pm

Guidelines for Outdoor Events:

1. Philadelphia Open Container Law states that alcoholic beverages are not permitted outside regardless of the form in which they are contained (e.g., can, bottle, or red plastic cup).
2. In general, events with tents or tarps surrounding the event area are not permitted and will not be approved.
3. All outdoor events must end or be brought indoors prior to 9:00pm Sunday thru Thursday, and 10:00pm Friday and Saturday.
4. All music inside or outside must not be heard past the curb.
5. No live bands are permitted outdoors.

Fraternity & Sorority Life Social Policy for Events with Alcohol:

The social component of Fraternity & Sorority Life is highly valued by Drexel University. All policies shall be implemented in a way that promotes the responsible use of alcohol. Further, each chapter is expected to adhere to all federal, state and local laws as they pertain to building and fire safety as well as the consumption of alcohol and other substances.

All members of the Drexel University Interfraternity Council, Multicultural Greek Council, and Panhellenic Council are expected to abide by the policies of FSL and their individual inter/national risk management policy. These social policies apply to all fraternity entities and all levels of fraternity membership. The use of the word "fraternity" refers to men's and women's groups.

Section One - General Policy Statements

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on or off chapter premises, during a fraternity event/function, in any situation sponsored or endorsed by the chapter, or in any event/function an observer would associate with the fraternity, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either BYOB or Third Party Vendor Guidelines.
2. No alcoholic beverage may be purchased through chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the chapter or on behalf of the members for a chapter event. The purchase or use of a bulk quantity or common sources of alcoholic beverages is prohibited. (Example: kegs and deliveries by third-party vendors)
3. Registration - All chapter house event/functions where alcohol will be present must be registered with FSL in the time indicated on the Event Policies, Procedures, and Request Form. Late registration will result in non-approval of the activity.
4. Guests: the number of guests at a social event/function should never exceed the maximum capacity of the chapter house.
5. Guest List - The participating chapter(s) must submit a guest list at least 2 business days before the event for every social event/function registered. Each member and guest listed must have a first and last name.
6. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, shall be prohibited.
7. No members, collectively or individually, shall purchase for, provide, serve to, or sell alcoholic beverages to any minor (i.e., those under the legal "drinking age").
8. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event/function or at any event/function that an observer would associate with the fraternity, is strictly forbidden.
9. No chapter may co-sponsor an event/function with an alcohol distributor, or tavern, nor may they co-sponsor any event/function which alcohol is given away, sold or otherwise provided to those present.
10. Advertising - Chapters may not advertise a social event/function at which alcohol will be present (e.g. no flyers, posters, Triangle advertisements, Facebook ads, radio spots, etc.).
11. No chapter may co-sponsor or co-finance a function at which alcohol is purchased by any of the host chapters, groups or organizations.
12. All recruitment activities associated with any chapter shall be DRY recruitment functions. Bid day is considered part of the recruitment process.
13. No member shall permit, tolerate, encourage, or participate in "drinking games." Drinking games shall be defined as any activity that facilitates drinking. Examples include beer pong, thumper, ice block shots, Jell-O shots, shots of any nature, quarters, etc.
14. Social Host Training - All chapter presidents, risk management chairpersons and social chairpersons must attend the Social Host Training Session sponsored by FSL. Failure to attend will result in suspension of social privileges until the aforementioned chapter officers attend the next training.
15. Cleaning - The chapter facility premises and surrounding areas shall be clear of litter by 10:00 A.M. the day following the social event/function (or following guidelines of the facility).
16. Noise - All social event/functions must comply with the noise ordinance of the City of Philadelphia.

Section Two - Chapter House Events/Functions (with alcohol)

1. Events/Functions in chapter houses that include the use of alcohol are restricted to 1:1 Invitation/Date functions, Brotherhood functions, Alumni functions, Multiple Chapter Events and Events with Non-Members (see glossary for definitions).

2. Events/Functions with alcohol in chapter houses must be BYOB. Members and guests bringing alcohol into an event must be of legal drinking age. There must be a closed bar area with designated servers to redistribute alcohol to those of legal drinking age. Alcohol may NOT be redistributed from any area of the fraternity house except for a closed bar area.
3. Chapter house events/functions (with alcohol) shall be permitted on Thursday, Friday or Saturday nights, with no event starting before 6P.M. and ending past 2 A.M.
4. Admission is limited to chapter members and invited guests only. A current chapter roster(s) and a copy of the guest list must be at the entrance to the social function at all times. No temporary guest lists are permitted. "Greek Privilege" is not permitted. The chapter(s) shall record the names of all guests entering the event/function (name and address).
5. Identification: The host chapter(s) shall require ALL persons entering the social event/function to provide a driver's license or other picture identification card issued by a state or federal agency establishing proof of age before entering. Persons without proper identification are never admitted.
6. Wristbands/Bracelets: The host chapter(s) must provide wristbands/bracelets to guests of legal drinking age. Markers, stamps or other easily duplicated means to identify guests are prohibited.
7. The sponsoring chapter(s) shall have at least two initiated members at the entrance to the event/function checking ID and monitoring the guest list. Social functions shall be serviced by a single entrance.
8. For all events, it is the host(s)' responsibility to ensure that any given time the number of people within the chapter house does not exceed the maximum capacity.
9. No open alcoholic containers may enter or leave the function.
10. Chapters are responsible for providing non-alcoholic beverages and non-salty food for the duration of any social event/function involving the use of alcohol.

Glossary

Alcoholic Beverages – Beer and wine coolers are the only alcoholic beverage permitted to be present and/or consumed during a BYOB social function. Beer, wine and mixed drinks are the only Alcoholic Beverages permitted to be present and/or consumed during a social function catered by a Third Party Vendor.

Alumni Function - type of event that allows only members of the collegiate chapter and alumni members of the organization to attend.

Brotherhood Function - type of event that allows only members of the collegiate chapter to attend.

Bulk Quantity - shall be defined as any form of alcohol that is more than one single serving (examples include, but are not limited to kegs, party balls, punch, etc.)

BYOB - (Bring Your Own Beer) - Members 21 and over are permitted to bring no more than one six pack of 12 oz. bottles/cans of beer, wine, or wine coolers for their own consumption.

Chapter Funds - Moneys found in any chapter bank account (savings, checking, etc.) OR money collected from the members, alumni, guests, etc. for the purchase of alcohol. The use of slush or sinking funds is in violation of policy.

Chapter Premises - any property owned, leased, rented or any property an observer would otherwise associate with the fraternity and/or its members.

Common Area - any room of the chapter house not considered personal living space that is easily accessible to all.

Common Source of Alcohol - is defined as any form of alcohol that is dispensed from one single source (examples include, but are not limited to, kegs, shots of any nature.)

Date - one specifically invited person per chapter member present

Dry – No alcohol should be present at these types of events.

1:1 Invitation/Date Event - event that allows each chapter member to invite one guest (date) to the function.

Guest - any individual not affiliated with the participating chapter(s) (e.g. brothers/sisters, friends from out of town, visiting chapters, girlfriends/boyfriends, alumni(ae), non-Greek friends, etc.)

Greek Privilege – Being a member of a fraternity or sorority does NOT give free access to events. Each person attending the function must appear on the guest list.

Multiple Chapter Event (2 to 4 chapters) - type of event that allows only members of the sponsoring chapters and their guests to attend. These events are by invitation only and capacity stays within the facility's maximum occupancy of its space.

Open Party - those events/functions with unrestricted access by non-members of the fraternity/sorority, without specific invitation. Open parties are prohibited.

Social Function (Event/function) - a planned, sponsored, hosted, co-hosted or promoted event/function by a chapter in conjunction with another chapter or invited guests. Social events include but are not limited to 1:1 Invitation/Date functions, Brotherhood functions, Alumni functions, Multiple Chapter Events and Events with Non-Members (see glossary for definitions)

Sober/Non-Drinking Monitor - a legally sober chapter member who refrains absolutely from drinking alcohol prior to and during performance of their monitoring duties.

Tavern - an establishment generating more than half of its annual gross sales from alcohol.

Third Party Vendor - a licensed and insured cash bar operator who is not affiliated with any chapter sponsoring the event/function.

Host Organization Acknowledgement:

We, the undersigned undergraduates, have read, fully understand and agree to abide by the risk management/social policies of our inter/national fraternity/sorority, Fraternity & Sorority Life and Drexel University as well as all local, state and federal laws. If the individuals in charge (listed below) fail to fulfill their responsibilities, the individuals and/or the chapter will be subject to disciplinary action. In addition, any violation(s) of local, state or federal laws may result in civil action and/or criminal charges being brought against the undersigned individuals and/or the officers of the co/sponsoring organization(s).

DO NOT SUBMIT FORM UNLESS ALL SPONSORING CHAPTERS HAVE SIGNED BELOW AND A CHECK IS ATTACHED TO COVER THE COST OF SECURITY.

Chapter Name	Chapter President Name (Print)	Signature	Date
Chapter Name	Chapter Risk Manager Name (Print)	Signature	Date
Chapter Name	Chapter President Name (Print)	Signature	Date
Chapter Name	Chapter Risk Manager Name (Print)	Signature	Date

Public Safety Security Procedures for Officers at Fraternity and Sorority Events:

Thirty minutes prior to the start of the event, the Public Safety Supervisor will meet with the President or Risk Manager of the Host Organization(s) (named above) to ensure that University policies will be followed and enforced by the host organization(s).

The Public Safety Supervisor will check for the following:

1. That a copy of the approved Event Policies, Procedures and Request Form is posted at the point of entry (this form).
2. There will be one main point of entry to the event to be monitored by the host organization(s)
3. That the host organization(s) is prepared to use a Guest list and Guest Sign-In Log for the duration of the event.
4. The host organization has a system in place to identify individuals who meet the drinking age requirement.
5. That no speakers are placed in the windows.
6. That the planned sound level of the event does not travel past the curb in front of the building.
7. That the host organization(s) is prepared to issue bracelets/wristbands to those of legal drinking age.
8. One Public Safety Officer will be assigned outside the point of entry throughout the entirety of the event, while the second Public Safety Officer will patrol the perimeter of the house
9. Public Safety supervisors and officers will enter the house when requested by the host organization(s), or, during an emergency, as determined in the professional judgment of the Public Safety Officer.