



University of New Hampshire

Off-Campus Engagement & Fraternity and Sorority Life

Purpose:

The Social Event Operating Procedure is to assist fraternities and sororities at the University of New Hampshire with planning and executing their social events. The operating procedure is educational in nature and proposes methods to use that ensure safe events are being facilitated by fraternities and sororities at UNH. Following the Social Event Operating Procedure will promote compliance with Federal, State, and local laws, and UNH's alcohol and drug policy. Complying with this operating procedure, University policies, and laws will reduce the risk incurred on all chapter members, chapter officers, and volunteers at any event associated with a fraternity or sorority from the University of New Hampshire.

Education & Training:

Each semester the Office of Off-Campus Engagement & Fraternity and Sorority Life (OCE&FSL) will provide a social policy training. It will be mandatory for the President, Vice President, Risk Management Chair, and Social Chair from each Chapter to attend before any social events may be held by a Chapter (should a chapter's structure not include a Risk Management Chair and/or a Social Chair, then another member from the chapter's executive board must replace that participant, ensuring that four (4) members from the organization are in attendance). Other members are invited and encouraged to attend these training sessions.

Only Chapter members who have attended the mandatory training session will be able to submit Social Event forms to OCE&FSL. If another member who has not attended the training submits a form, the form will not be considered submitted and the event will not be reviewed. Should a Chapter not attend the training session, or send the appropriate number of students, the Chapter must hold a make-up meeting with OCE&FSL in order to gain social event privileges.

Terms & Definitions:

- **Active Member:** anyone deemed active by the chapter and listed on the chapter's official chapter roster or who is going through the new member process.
- **Beverage:** one (1) beer (12oz.) OR one (1) Wine (5oz.) OR one (1) wine cooler (12 oz.).
- **Chapter property:** the property owned or leased by the chapter; or property reasonably determined to house and/or host chapter members/non-members regularly; including chapter houses.
- **Co-sponsor:** an entity who provides assistance, financial or otherwise, to support an event; and/or 2 or more chapters have an exclusive event (e.g. ABC fraternity invites only XYZ sorority). A maximum of 3 organizations/entities may sponsor/co-sponsor a single event.

Event Classifications:

- **Alcohol Free:** an event, on or off chapter/University property in which no alcohol is served.
- **Bring Your Own Beverage (BYOB):** any event, on or off chapter/University property in which members of the chapter and their guests are bringing their own alcoholic beverage to consume. No alcoholic beverages may be purchased through chapter funds nor undertaken or coordinated by any member in the name of, or on behalf of, the chapter.
- **Third Party Vendor:** any event, on or off chapter/University property in which a licensed & contracted bartender is serving the alcohol. No alcoholic beverages may be purchased through chapter funds nor undertaken or coordinated by any member in the name of, or on behalf of, the chapter.
- **Event Monitor:** individuals who are responsible for checking identification, running the alcohol distribution station (for BYOB events), and monitoring the event for compliance with all applicable laws and policies. Chapters are required to assign at least one (1) event monitor for every twenty (20) invited or anticipated attendees at events hosted on chapter property or at a staffed or unstaffed venue.
- **List Classification:**
 - **Attendance List:** a list that includes the names of all members and non-members who attended the social event. This list should be kept in chapter records for at least seven (7) years.
 - **Event Monitor List:** a list that includes the name of all members of the chapter who will be responsible for the safety and security of those attending the event. Chapters are required to assign at least one (1) event monitor for every ten (10) invited or anticipated attendees at events hosted on chapter property or at a staffed or unstaffed venue.
- **Local/State/Federal Law:** includes but is not limited to the laws of the State of New Hampshire, Strafford County and the Town of Durham. Laws and Ordinances can be retrieved by contacting the University or Town Police Department.
- **Risk Management Policy:** each chapter's (inter)national policies in reference to alcohol, controlled substances, fire/housing safety, hazing, sexual harassment/abuse, etc. Policies can be retrieved from each (inter)national headquarters or organization.
- **Social Event:** A gathering hosted or planned by one or more members of the Chapter on an approved property, sponsored or endorsed by the Chapter, or any gathering an observer would associate with the fraternity/sorority where *alcohol is present*.
- **University Department Operating Procedure:** policies set forth for students and/or student organizations by the University of New Hampshire's corresponding offices/departments. Policies include but are not limited to: Social Event Operating Procedure, Expansions and Extension Policy, Membership, Education, and Initiation Policy, Accreditation and Recognition Policy, etc.
- **University Policy:** policies set forth for students and/or student organizations by the University of New Hampshire. Policies include, but are not limited to: the Students Rights, Rules, and Responsibilities, and the Student Code of Conduct.
- **Venue:** the place where an event is held.

Overall Social Event, Risk Management, and Alcohol Operating Procedures:

Your (inter)national organizations may have policies that are different from the Social Event Operating Procedures. Your Chapter should remain compliant with whichever policy or operating procedure is more stringent unless otherwise stated. If you have questions regarding this operating procedure, contact a professional staff member within OCE&FSL.

- A. The possession, use or consumption of alcoholic beverages while on or off chapter/university premises or during a chapter event, in any situation sponsored or endorsed by the chapter, or in any event an observer would associate with a chapter, 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 the Social Event Operating Procedure.
- B. All social events shall be strictly BYOB (Bring Your Own Beverage).
 - a. No one shall be allowed by the sponsoring organization(s) to bring more than six (6) standard drinks.
 - b. Hard alcohol may only be consumed at third-party vendor events when served by a licensed bartender.
- C. All social events are not to begin before 6:00pm unless otherwise approved by IFC, CPH, and OCE & FSL.
 - a. Events must end by 2:00am
 - b. Guests and alcohol are not allowed to enter an event after 1:30am
 - c. The event may not exceed a total of five (5) hours in length
- D. No alcoholic beverages may be purchased through chapter or council funds nor may the purchase of alcohol for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the Chapter or council.
- E. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to anyone under the legal drinking age of 21.
- F. The purchase or use of bulk sources and/or open-source alcoholic beverages (e.g kegs, cases, party balls, jungle juice/punch, ice luges, shots, etc.) is prohibited.
- G. Guests must produce proper identification, such as a valid driver's license, ID card, or passport displaying their birthdate.
 - a. These individuals above the age of 21 must wear a wristband given by the sponsoring organization(s).
 - b. Wristbands shall be picked up from the Office of Off-Campus Engagement & Fraternity and Sorority Life prior to the event occurring.
 - c. It is recommended guests that are under 21 years of age are marked with something that would indicate they should not be drinking, such as an 'X' on their hands.
 - d. The Chapter must identify any non-UNH guest on their guest list.
- H. The Chapter must provide an accurate guest list by noon 24 hours before the event, and an updated list of arrived guests by noon the business day after the event.
- I. Any guest that voluntarily or involuntarily leaves the premises are not allowed to re-enter the social event.
- J. **Open parties, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, are prohibited.**

- a. All reviewed events submitted to the Office and Councils must end at the provided time. Any event that continues after the posted time is then considered an open party and will be adjudicated appropriately.
- K. All social events must be closed functions with invited guests only.
- L. The sponsoring organization must not allow the total number of persons attending the social event to go over the property's capacity.
- M. The sponsoring organization(s) is/are responsible for providing event monitors for the entire duration of the event.
 - a. If the event is co-sponsored, each organization shall provide event monitors proportionate to 10% of their own members in attendance.
 - b. If the event is a list-party, the host organization must provide event monitors of 10% of the total number of attendees.
 - c. At least one event monitor shall be an Executive Board Officer of the organization(s).
 - d. There should be at least one monitor (from each organization sponsoring) present at the entrance to the social event throughout the duration of the event.
 - e. All monitors shall be substance-free before, during, and after the event until 9:00am the next day.
- N. An adequate amount of food and non-alcoholic beverages must be available at all functions where alcohol is present. The food and alternative beverages must be located in an easily accessible area of the event.
- O. Sponsoring organization members are permitted to search backpacks, bags, and parcels.
- P. The possession, sale, or use of any illegal drugs or controlled substances while on chapter premises or during any event that an observer would associate with the organization, is strictly prohibited.
- Q. All activities associated with recruitment and new member activities must be alcohol free.
- R. No member shall permit, tolerate, encourage, or participate in "drinking games" during social events.
 - a. The definition of drinking games includes, but is not limited to consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age, "beer pong", "flip cup", "beer die", "ice luges", or any other activity involving the consumption of alcohol which involved duress or encouragement.
- S. Events must be contained inside the facility unless the organization has gone through the review process for an "outdoor social event" on the grounds of an approved social event location.
- T. Social events are allowed only when school is in session during the Fall and Spring semester.
 - a. No social events may be held until 72-hours after the conclusion of bid day for the respective councils each semester.
 - b. No social events may be held during summer break, winter break, university holiday, or other designated university breaks.

BYOB Event Guidelines:

NOTE: The guidelines listed below are in addition to the Overall Social Event, Risk Management, and Alcohol Operating Procedures.

1. Event Monitors

- a. Each host chapter, and any chapter that is co-sponsoring, shall designate 10% of their attendees as event monitors, who are to remain substance free prior to, throughout the duration of the event, and until 9:00am the next day substance free.
- b. Event monitors are responsible for checking identification, running the alcohol distribution station, and monitoring the event for compliance with all applicable laws and policies.

2. Point of Entry/Exit

- a. There will be one (1) point through which all chapter members and non-members attending the event will enter and one (1) point through which all chapter members and non-members attending the event will exit. These do not need to be the same.
- b. Before entering, each chapter member and non-member must present valid, state-issued photo identification card or equivalent.
- c. Upon presentation of the photo identification, chapter members and non-members should be marked as "Arrived" on the guest list.
- d. Persons 21 years of age or older will receive a wristband. Persons under the age of 21 should be marked with the letter "X" to indicate alcohol cannot be served to them.
- e. No person may enter or exist the location with an open container of alcohol
- f. Event monitors reserve the right to refuse admittance to anyone if they are visibly intoxicated or provide indication that their presence will be disruptive to the environment.

3. Alcohol Distribution Station

- a. All alcohol that is brought must be deposited at a single alcohol distribution station.
- b. Alcohol can be retrieved by presenting a valid wristband. The wristband should be marked by the distributor each time a drink is retrieved.
- c. Any individual distributing alcohol must be at least 18 years of age or older AND be a current active member of the sponsoring or co-sponsoring organization(s).

4. Outdoor Social Events

NOTE: Social events that will be held outdoors require that the area in which chapter members and non-members will congregate be fenced off.

- a. The sponsoring organization, its alumni, or its (inter)national organization must own or lease the chapter house and land where the outdoor social event will be held OR written approval from the approved social event location from the landlord and HQ for the event.
 - a. No part of an outdoor social event may occur on public property.
- b. The organization shall abide by all town ordinances, state laws, and applicable University policies, chapter rules and (inter)national policies.
- c. Attendance at an outdoor social event shall be confined to members of the individual organization.
- d. An area without alcohol must be clearly identified for those guests and members in attendance under the age of 21.
- e. Outdoor social events are only permitted to events such as, but not limited to, upperclassmen barbecues, senior send-offs, and alumni networking events.

- f. A maximum of two outdoor social events per semester will be allowed per chapter that is eligible to host these such events.

Third Party Vendor Event Guidelines:

NOTE: The guidelines listed below are in addition to the Social Policy and all additional Risk Management protocols.

1. For a chapter to hold an event with a Third Party Vendor, the vendor must meet the following requirements:
 - a. Be properly licensed to sell/serve alcohol by both local and state authorities.
 - b. Be properly insured with a minimum of \$1,000,000 (one million dollar) of general liability insurance.
 - c. Have as part of general liability insurance coverage, “off premise liquor liability and non-owned and hired auto coverage”
 - d. Be willing to name as the additional insured the local chapter of the fraternity/sorority vendor, as well as the inter/national organization with whom the local is affiliated.
2. Event Management – Responsibilities of the Host Chapter(s)
 - a. Each host chapter, and any chapter that is co-sponsoring, shall designate 10% of their membership to remain substance free prior to and for the duration of the event.
 - b. Ensuring that chapter members and non-members are adhering to all University, Office, and inter/national policies; as well as all local, state, and federal laws.
3. Transportation

NOTE: Transportation is only required by the Office if it is required by your Inter/National Organization. Please consult your individual organizational policies

- a. Transportation to a Third-Party Vendor event that is not within walking distance of the campus is the responsibility of host chapter(s).
- b. Transportation must be provided by a commercial transportation company (e.g. charter bus company)
- c. Open containers/drinking alcohol while on board the contracted transportation device is not allowed.
- d. Transportation should run continuously between the event location and the drop off location.

Social Event Review Guidelines:

- A. All social events that take place on or off campus/university property must be reviewed by OCE & FSL using the Social Event Review Form on Catalyst by 1:00pm the Tuesday before the weekend the organization plans on hosting.
- B. Once an approved member has submitted the Social Event Review form, OCE & FSL will review to be sure the proposed event has the following:
 - a. Appropriate amount of event monitors
 - b. Sufficient food and non-alcoholic beverages provided

- c. Appropriately formatted guest list
- d. Updated assembly permit on file with the Office
- C. If the Chapter submits a guest list or form by an unapproved individual, or after the 1:00pm deadline, the event in question will be denied.
- D. Guest lists are required for all social events. The purpose of the guest list is to document who attended your function. This is critically important should an incident occur during or after your event.
 - a. The number of people attending cannot exceed the fire code occupancy for the premises.
 - b. The event must be contained to one area of the facility (i.e. basement, first floor, etc), not throughout the property.
- E. Falsification of information on event forms and guest lists is prohibited.

Emergency Management Procedure:

Every organization should have a crisis management program, reviewed with the Chapter before the first social event of the semester is hosted.

- The Office recommends following the below protocol:
 - o Call 911
 - o If unsure if a true emergency, use this non-emergency Durham Police Department number:
 - (603) 868-2324
 - o Call your HQ emergency number after local authorities are spoken with. Follow any instructions from them and communicate with your Executive Board and your appropriate Chapter Advisor.
 - o Contact your assigned Office Contact.
 - If urgent assistance from the Office is needed, please text your Chapter Coach for immediate assistance.
 - If you cannot reach your assigned Chapter Coach, please contact the other staff member for help.
 - If it can wait until business hours, send an email to your Chapter Coach with thorough details on the event that occurred and action steps that were taken. The Office will contact you as soon as possible.
 - If you are unable to make contact with the Office, please reach out to the Dean of Students, Michael Blackman at the following email address and phone number:
 - Dean.students@unh.edu
 - (603) 862-2053

*The Office of Off-Campus Engagement & Fraternity and Sorority's top priority is the health and safety of your organization. Your safety is more important than a policy. Please do not hesitate to reach out due to the fear of repercussions. All emergency protocols and support will be handled prior to adjudication.