

Greek Organization _____
 Date of Event _____
 Place of Event _____
 Type of Event _____
 If social, who is the co-sponsor? _____

THE GREEK ORGANIZATION ALCOHOL POLICY AND EVENT CHECKLIST
 FOR
 THE UNIVERSITY OF LOUISIANA AT LAFAYETTE
 Revised 8/07

I. **POLICY** - (Please note: This policy has been developed by the UL Lafayette Office of Greek Affairs staff in compliance with the Fraternity Insurance Purchasing (FPIG - policy on Alcohol and Social Events.)

A) **ORDINANCES AND LAWS**

- 1) **LAWS** - which the possession, sale, use and/or consumption of alcoholic beverages during an official organization event, or in any situation sponsored or endorsed by the organization, must be in compliance with any and all applicable laws.
- 2) **NATIONAL ORGANIZATION** - that each Greek organization must abide by all guidelines, policies and regulations pertaining to risk and alcohol management as provided by the respective national organization and/or your National Risk Management Insurers.
- 3) **ALCOHOL** - as far as the purchasing and distributing of alcohol, Greek Organizations must follow all applicable laws, their national policies and University policies.
- 4) **REGISTRATION** - any and all events, both on and off campus must be registered with the Office of Greek Affairs no less than two weeks in advance. A party is defined as an event with more than 15 non-member guests. Additionally, a Special Events form must be completed with the Dean of Students Office no less than two weeks in advance. (If event is a social between two groups, both groups must complete event forms and checklists.)
- 5) **ELIGIBILITY** - in order to be eligible to register an event, your organization president must have signed/submitted a current copy of the University Organization alcohol policy to the Dean of Students Office, as well as a member of your organization (preferably the Social Chairperson) must have attended a University sponsored Alcohol Certification meeting. Only that person(s) will be allowed to sign the event checklist.
- 6) **SOCIALS – NO OPEN PARTIES** will be allowed. Acceptable closed parties include a) sorority/fraternity social; b) social with alumni chapter; c) invitation only parties where invitations must be presented before entering; d) invitation only parties in which a guest list is kept at the door of all guests entering the party to be filed with the Office of Greek Affairs within 4 days after the party. For all On-Campus parties, a guest list must be turned in within 4 days following the party. The University reserves the right to advise each chapter of the number of invitations allowed

II. **EVENT CHECKLIST (Please initial each applicable blank, for those not applicable indicate N/A)**

A. **On-Campus Event Checklist**

- _____ 1) All local, state, and federal ordinances will be observed.
- _____ 2) You are abiding by all guidelines, policies, and regulations pertaining to risk and alcohol management as provided by your national organization and/or the Fraternity Insurance Purchasing Group (FIPG).
- _____ 3) The event will begin at _____ AM/PM and end at _____ AM/PM. How will you enforce the ending time.

- _____ 4) A minimum of two University Police Officers must be present at the function to serve as security guards. The University reserves the right to require more security guards based on the number of guests expected. The contract with the University Police must be approved two weeks prior to the event via an official University Special Events form obtained from the University Police Station. (Please attach a copy of this form to the Special Events form.) Total number of members and guests expected _____
- _____ 5) There must be only one party entrance. How will this entrance be provided?

- _____ 6) All members and guests must have a pictured identification card. Individuals will be identified by age (using wristbands and/or markers provided by University Police) at the entrance and only those 21 years of age or older will be permitted to drink alcoholic beverages.

- _____ 7) A third party vendor must cater the event. A third party vendor shall be defined as: 1) a licensed caterer and/or licensed establishment which will provide its own bartenders which are employed by the same licensed caterer and/or licensed establishment and (2) must possess a \$1,000,000 liability policy. Only keg beer and wine may be served. Any other drink must be approved in writing on a case by case basis through Greek Affairs. This contract with the caterer must be completed and approved by the Dean of Students Office two weeks prior to the event. The third party vendor for this event will be _____ name of business, contact name _____.
- _____ 8) The chapter will designate one member as Risk Manager. This person will serve as contact person to the University Police and will not drink during the entire duration of the event. His / her name is _____. Additionally, the chapter will provide two Designated Drivers to ensure the safe transportation of all individuals at the event. Their names are _____ and _____. (In the case of a joint event, each organization must supply their own (two) designated drivers.)
- _____ 9) During the event, the chapter will prominently display three "Don't Drink & Drive" posters in the alcohol distribution area, near the entrance/exit, and in the common area.
- _____ 10) The chapter is providing an appropriate amount of food and non-alcoholic beverages. These will be near the alcoholic beverages. Water is not considered an acceptable non-alcoholic beverage.
- _____ 11) The music provided for the event will be _____. (If this is a band, please attach a diagram, depicting where band will be set up. Also, please be sure to always project noise away from the neighborhood and keep door of house shut at all times.)
- _____ 12) Structural Approval form submitted and approved (if applicable).
- _____ 13) It is agreed that the exterior clean up will occur by _____ at _____ AM/PM. This date must be within 4 days of the event. If clean-up has not occurred in this time, fines will be enforced until clean-up occurs.
- _____ 14) It is agreed that pictured I.D's will be checked and no one under 18 will be allowed in the party. High school students are not allowed to attend parties.

B. Off- Campus Event Checklist

- _____ 1) The function must be catered by a third party vendor and all their established rules and guidelines must be followed, as well as local, state, federal and national headquarter ordinances.
- _____ 2) Additionally, a signature of a contact person from the off campus establishment must occur in the space below signifying agreement to statement #1.
- _____ 3) We strongly recommend that the rules and regulations outlined for on-campus events be followed
- _____ 4) The chapter will designate one member as Risk Manager. This person will serve as contact person the University Police and will not drink during the entire duration of the event. His/her name is _____ . Additionally, the chapter will provide two Designated Drivers to ensure the safe transportation of all individuals at the event. Their names are _____ and _____ (In the case of a joint event, each organization must supply their own (two) designated drivers.)

Greek Organization's President (Signature)

Phone Number / Today's Date

Social Chairperson/Risk Manager (Signature)

Phone Number / Today's date

Third Party Vendor or Bar Owner/Manager (Signature)

Phone Number / Today's Date