

# UNIVERSITY OF PITTSBURGH AT JOHNSTOWN

## SOCIAL EVENT POLICY

### Preface

Pennsylvania law states that the legal drinking age is 21 years of age. All initiated members and new members or associate members must abide by all federal, state, county, city and University regulations as well as their national alcohol/risk management policy. The entirety of this policy will be enforced for registered student organizations.

This policy is a compilation of national fraternity and sorority risk management policies with additional guidelines pertaining specifically to the University of Pittsburgh at Johnstown campus and surrounding community.

The ability to host registered events is neither an organizational nor student right. It is at the discretion of the University to permit registered events and may be administratively revoked by the University. The final determination to permit a registered event to be held and/or allow an event to continue ultimately rests with the Vice President for Student Affairs or designee.

These policies are in addition to policies within the Student Code of Conduct.

### ARTICLE I: PURPOSE

1. It is the intention of registered student organizations to provide the safest possible social atmosphere for the members of Fraternity, Sorority Life and registered student organizations and their guests while allowing those individuals to exercise personal responsibility given to them by the law. The following objectives are essential to achieving this goal:
2. To encourage social responsibility for all members;
3. To encourage responsible consumption of alcohol of individuals of legal drinking age and thereby reduce the problems related with the misuse of alcohol;
4. To increase the safety of everyone in attendance at registered student organizations sponsored events;
5. To decrease liability for fraternity/sorority chapters and registered student organizations as well as their past and present members;
6. To support the ideals and values on which our fraternities and sororities are based;
7. To promote self-governance.
8. Article II: Definition of a Restricted Event
9. A Restricted Event is defined as:
10. Any activity with non-members sponsored by a member chapter of IFC, Panhellenic, NPHC or recognized student organization on or off university property, where alcohol is present, or
11. Any activity where the number of people in attendance from any organization leads people to believe that it is a function of that fraternity or sorority.

## ARTICLE II: RESTRICTED EVENT CLASSIFICATIONS

1. Third (3rd) Party Vendors – An event held at a vendor, which distributes and manages the alcohol and risk management policies. The vendor must be appropriately licensed.
2. Date Event – An event where each member on the chapter roster may invite one guest. The guest list may not exceed twice the size of the chapter roster.
3. List Event – An event where the guest list is not to exceed the building occupancy.
4. Mixer An event hosted by two or more organizations. Each sponsoring organization must sign the registration form and include a guest list.
5. A guest is considered any non-member, but does not include graduated alumni.

## ARTICLE III: SOCIAL/RESTRICTED EVENT REGISTRATION

1. All events must be registered through the Office of Campus Activates and Engagement.
2. Every organization helping in the planning of or paying for the event is required to individually register the event. This includes events at third party vendors, or events held on University property.
3. Restricted Events may only be held on a Friday or Saturday from the hours of 10:00pm until 2:00am (unless an exception was previously approved in writing by the Office of Campus Activates and Engagement).
4. Registration forms must be submitted by Noon on the Thursday before the event.
5. A finalized guest list must be submitted by Noon on the Friday before the event.
6. For on campus fraternity houses, the maximum number of persons present at the event shall not exceed the occupancy limit as set by the University of Pittsburgh. For any off campus event the maximum number of persons present at the event shall not exceed the occupancy limits that have been set by the fire code, or other entity with jurisdiction there over.
7. Upon registration of a Restricted Event the chapter advisor will be notified.
8. Failure to register an event may jeopardize the opportunity to have the event and will result in judicial proceedings as described in the Student Code of Conduct.
9. All advertisements or announcements for the Restricted Event must indicate compliance with University policies.
10. No Restricted Events may be held at a private residence.
11. Log cabin events
  - a. Must register event with Camps and Conferences as well as Office of Campus activities and engagement.
  - b. Must ensure all participants are aware that the Log Cabin is not ADA accessible.

## ARTICLE IV: NUMBER OF ON CAMPUS RESTRICTED EVENTS ALLOWED

1. Organizations are allowed one (1) list event per weekend.
2. Date Events do not have a restricted number of allotted events.
3. 3rd Party Vendor events do not have a restricted number of allotted events.

## ARTICLE V: EDUCATION REQUIREMENTS TO HOST ON-CAMPUS RESTRICTED EVENTS

1. To be eligible to host Restricted Events in On-Campus housing recognized organization must have the current chapter president, social chair and risk manager (or equivalent positions) trained by Campus activities and engagement.
2. Event Monitors must be current TIPS trained
3. This program will be offered by the Office of Campus Activities and Engagement during a variety of times in the fall and spring semesters.

## ARTICLE VI: ON-CAMPUS RESTRICTED EVENT MANAGEMENT

1. Any event held at an on-campus recognized organization house where alcohol will be present/served must abide by the following guidelines:
2. Each recognized organization must provide two (2) initiated members who are non-drinking members to serve as Event Monitors. As well as a risk manager who is in charge during the event.
3. If a fraternity does not have 10 members they should consult the Office Campus Activities and Engagement.
4. The Risk Manager must pick up the event kit in the resident life office at 9:45 pm the night of the event.
5. Event Monitors must wear the provided bright colored t-shirt, in order to be easily identifiable.
6. Event Monitors should begin at the time indicated on the event registration form and remain on duty until the event has come to its conclusion.
7. A list of the Event Monitors shall be listed at the front table (entrance), along with the officer in charge clearly marked in bold or highlighted.
8. Each sponsoring organization must provide at least two (2) non-drinking members at the door for the entire event.
9. Front Door monitors responsibilities:
  - a. The non-drinking front door monitors shall deny access to the event to any person who is visibly intoxicated or disorderly. That person should also provide reasonable assistance for those guests leaving the function who are visibly intoxicated. If assistance takes this person away from the door, the risk manager must take his place. Reasonable care should be provided to all guests leaving the function at all times. Fraternities should call the Campus Police to report any emergency, criminal incident and/or for assistance.
  - b. Front door monitors will be the sole person determining who receives a wristband indicating guest or organizational member is of legal age to consume alcohol. This must be done for all occupants of the lodge as well
  - c. Bag Check – Doorperson will be responsible to ensure that no guests are in possession of more than six cans of 12 ounce beer. If any guest possesses more than the permitted amount, they should either be denied entry or made to dispose of the excess alcohol
  - d. If an incident occurs an incident shall be filed with the Office Campus Activities and Engagement by Noon of the next business day.
10. In order to be admitted to the event, attendees must present their University of Pittsburgh ID or state issued ID. If the attendee is over 21, they must also provide State issued ID. No other forms of ID are accepted.
11. A guest list is required for each Restricted Event. In admitting guests on the guest list, the non-drinking Event Monitors member must follow the standard sign-in procedure as stated.
12. Food (i.e., snacks) and non-alcoholic beverages must be available to guests at all times.

13. Rules of the event must be posted and visible to all guests attending the event. Rules must include, but not be limited to:
  - a. Members and Invited Guests Only.
  - b. Must follow “BYOB” Policy. All alcohol must be checked at the front door (entrance).
  - c. No one under 21 is allowed to consume alcohol.
  - d. No Bottles of any kind.
  - e. Anyone who is 21 years of age or older is REQUIRED to wear a wristband and have their driver’s license scanned
  - f. Unruly guests may be asked to leave at any time.
  - g. Drinking games are prohibited.
14. Unscheduled random checks may be made by any authorized University representative for health and safety reasons and to otherwise ensure compliance with University policies. This includes private rooms of organizational housing.

#### ARTICLE VII: ALCOHOL BEVERAGE MANAGEMENT

1. The possession, use, and/or consumption of alcohol at an event shall be in full compliance with any and all applicable laws or regulations of the federal, state, and county governments; Richland Township; University of Pittsburgh; the Student Code of Conduct; the Interfraternity Council; Greek Council; the Collegiate Panhellenic Council; and the National Pan-Hellenic Council.
2. All alcohol must be distributed from one location.
3. All events must be “Bring Your Own Beverage” (BYOB) or located at a third party vendor.
  - a. No alcoholic beverage(s) may be purchased through the chapter treasury, nor may the purchase of alcoholic beverage(s) for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the chapter.
  - b. The purchase and/or use of bulk quantity alcohol is prohibited, including but not limited to kegs, liquor, hard alcohol, and greater than six (6) 12oz cans of beer per person of legal drinking age in attendance.
  - c. No liquor, wine or alcoholic beverages may be checked/consumed at the party with the exception of beer.
  - d. The maximum amount of alcohol allowed is six (6) 12 oz. cans of beer per person (of legal drinking age) per Restricted Event.
  - e. Beverages may not be consumed out of glass containers.
  - f. The participating recognized organizations shall require all those attending the event to present proof of legal age in order to consume alcoholic beverages.
  - g. Open containers of alcoholic beverages shall, in no case, be permitted to leave the event. They must be discarded in a trashcan before leaving the event.
4. No alcohol shall be present at any new member activity or ritual of the chapter, nor should alcohol ever be given as a gift from Big Brother/Sister to Little Brother/Sister or vice versa.
5. No alcohol is to be present at philanthropic events.
  - a. A philanthropic/community service event is defined as a non-alcoholic event held for the charitable purpose of raising funds or awareness for an organization or cause. Alcohol found to be present at the site of the philanthropic/community service event will be the responsibility of the philanthropy’s host as well as the chapter that brought the alcohol, both of whom will be subject to disciplinary proceedings.

**ARTICLE VIII: THIRD-PARTY VENDOR EVENTS**

1. Chapters are responsible for complying with the policies and procedures listed in this document, the Student Code of Conduct, and all other applicable University policies including alcohol related policies at 3rd party vendor events.
2. All 3rd party vendor events must be registered with the Office of Campus Actives and Engagement

**ARTICLE IX: EVENT CAPACITY**

Occupancy should not exceed capacity as outlined below:

<b>Residential Facility</b>	<b>Capacity</b>	<b>Guest List Capacity</b>
Briar Lodge 1	25	35
Briar 4	50	75
Heather 2	50	75
Hawthorn 4	50	75
Heather 4	50	75
Larkspur 2	50	75
Larkspur 4	50	75
Larkspur 5	25	35
Buckhorn 4	50	75
Sunset 2	50	75
Sunset 4	50	75
Log Cabin	136	136

**ARTICLE X: PROHIBIT SOCIAL EVENT WEEKENDS**

<b>Month</b>	<b>Date</b>	<b>Reason</b>
<b>Fall Term</b>		
August/September	27 - 3	Opening & First Weekend
October	12-14	Fall Break
November	23-26	Thanksgiving Recess
December	07 – End of Term	Finals
<b>Spring Term</b>		
January	06-13	First Weekend
March	8 - 17	Spring Recess
April	19– End of Term	Finals