



**Rensselaer**

Office of the Greek Life Commons

# **Office of the Greek Life Commons Social Event Management Manual**

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## **I. Purpose: Social Event Management Manual:**

The Social Event Management Manual (SEMM) exists to serve chapters, alumni, & staff to provide resources, education, and compliance expectations for chapters of the Greek Life Commons at Rensselaer who wish to host a social event with Alcohol safely for their members and their guests. There are three core areas that this manual addresses: Safety, Education, & Compliance. The sections of the manual and appendices incorporate policies of the Institute, state & federal laws, national/international headquarters best practices, and feedback of Greek students, alumni, & staff.

## **II. Core Areas:**

### **1. Safety:**

The safety of members and their guests is the primary purpose for the practice of risk management in our Greek community. With proper risk management, organizations can host events with alcohol present while still taking measures to reduce harm and increase the safety of their members and guests.

### **2. Education:**

This manual provides numerous resources as well as suggestions that are designed to educate the members and alumni of the Greek Life Commons on laws and policies related to the use of alcohol for Greek social events, as well as practices that can reduce risk and potential harm.

### **3. Compliance:**

As recognized organizations of the Greek Life Commons at Rensselaer, it is important that all of our organizations understand and comply with the governing laws and policies that are applicable from New York & Federal laws, Institute policies in the Student Handbook, The Relationship Statement between Rensselaer and Fraternities and Sororities, Office of the Greek Life Commons policies, national/international headquarters laws & policies, and that of the City of Troy. Organizations that knowingly or unknowingly violate these rules will be held accountable through the Dean of Student's office or other appropriate governing entities.

## **III. Policies and Guidelines**

### **1. Types of Events permitted:**

- a. **Chapter Events (In-House) using a Third Party Vendor.** These events are by invitation only. If non-members are in attendance, capacity must be within the facility's maximum occupancy of its assembly space. Invitations are limited to one individual who is named per invite. Third Party Vendor events must end no later than 2:00 AM and alcohol service is limited to no more than 4 hours and 1 drink/ (person 21 years old or over)/hour during the event. Event must be registered through OGLC.
- b. **On-Site Chapter Event (BYOB).** These events are invitation only. If non-members are in attendance, capacity must be within the facility's maximum occupancy of its assembly space. Invitations are suggested to be limited to two individuals invited per member, but in total cannot exceed the guidelines outlined in the event size restrictions on page 5 of this manual. Alcohol service is limited to no more than 4 hours and 1 drink/ (person 21 years old or over) and must be Bring Your Own Beverage (BYOB). Under no circumstances are chapters, individuals or alumni/ae permitted to purchase or provide alcohol for chapter events for anyone other than their individual person; as this would violate the expectations of the Bring Your Own

Beverage (BYOB) policy. Distilled spirits including all hard liquor are prohibited. On-site Chapter Events must end no later than 2:00 AM. Event must be registered through OGLC.

- c. **Off-Site Chapter Events:** These events must also be registered, as the organization is expected to register any events with alcohol. It is expected that all organizations use the same risk management approach for off-site events as they would for on-site events. (i.e. formals, semi-formals).
- d. **Note: Open Social Events with alcohol are PROHIBITED.**  
Open Social Events are defined as: any social function at which alcoholic beverages are to be served and to which non-members are invited by a blanket or open invitation, expressed or implied. Any social function to which non-members are invited through advertising or publicity including but not limited to signs, posters, billboards, handouts, and/or the use of electronic/social media. (Including events at non-chapter owned/operated locations including but not limited to: taverns, pubs, banquet facilities, clubs, or other privately owned/rented properties of members or friends used on behalf of the Greek Lettered Organization.)
- e. ***Alumni Events hosted at Chapter Facility***  
Alumni events at the chapter house that will include alcohol must still be registered with OGLC. In this event the Alumni group should contact the Associate Dean for Greek Life Commons to discuss the SEMM and how they can fill out the same forms along with any unique alumni-event related details as approved by OGLC.

## 2. Registering Events:

- a. Periods when events **may not** be registered:
  - i. Two weeks prior to the start of classes each semester until the day after the end of formal recruitment/rush as defined by the IFC and Panhel.
  - ii. Throughout Reading days and Finals until one week after the Finals have concluded or 1 week following Spring Graduation.
  - iii. Any Sunday, Monday, Tuesday, or Wednesday unless specific permission given by the OGLC.
- b. To host any event, the chapter must be a Rensselaer recognized organization and in good standing with the DOSO, OGLC, IFC and/or Panhel.
- c. Any restrictions placed upon organizations by their National/International office related to hosting social events with alcohol will be honored by OGLC, IFC, & Panhel.
- d. Checklist before registering an Event
  - i. 50% of the chapter must be TIPS trained or alternately trained on alcohol related risk management approved by OGLC.
  - ii. The chapter must have adequate insurance coverage and a copy of that insurance certificate is on file with OGLC in accordance with the Relationship Statement.
  - iii. Chapter President, Social Chair and Risk Chair must have attended Social 101 training (offered during formal recruitment period each semester before first social events with alcohol can be registered). If members cannot attend, an individual meeting with the Associate Dean for Greek Life Commons to review the SEMM and appropriate policies for registration may count towards training at the discretion of OGLC.

1. Advisors signing Appendix A are expected attend if possible.
- iv. The chapter President, Social Chair and an Advisor must sign and submit the Social Event Management Agreement form to OGLC. (Appendix A)
- v. The chapter President and Advisor must sign and submit the Social Responsibility Agreement form to OGLC. (Appendix B)
- e. Events are required to be registered with OGLC ten (10) calendar days prior to the event. The chapter must submit an event application form to the office of the Greek Life Commons to register the type of event, note the number and who are the invitees, and risk management procedures. (Appendix C)  
*This deadline allows for all registration requirements to be checked and allows time for forms to be resubmitted if necessary. Approval **may** be given on a case-by-case basis for registrations submitted past this deadline. Submission of forms is not a guarantee of approval, OGLC reserves the right to deny any request for events involving alcohol.*

### 3. Monitoring Events:

- a. Events are required to conform to and not exceed the maximum occupancy of the facility. At no time should the event become overcrowded to the point where safety is a concern. Events should not continue if the management of the event is compromised or become non-existent. **All registered events must end no later than 2:00 AM.**
- b. It is required that individuals who *appear* intoxicated are not permitted to drive nor should any chapter member attempt to transport intoxicated individuals. Chapters are expected to contact Public Safety or Emergency services immediately if an individual appears to be severely intoxicated and/or impaired. (see Student Handbook: [www.doso.rpi.edu](http://www.doso.rpi.edu))
- c. Concise invitation guest lists for each function are required for members, alumni/alumnae, and all non-members who have been invited or will be in attendance.
- d. Decorations are required to meet all fire code regulations.
- e. Specifically for an alcohol related event, members and invited guests are required to show a valid driver's license, military ID, or passport. It is recommended to additionally show a valid Rensselaer or student ID at the door. A Rensselaer ID is not permitted to be utilized as a substitute for government issued identification, as it does not provide a birthdate for individuals to confirm if they are over 21.
- f. All Members and invited guests at alcohol related events, which are of age, are required to receive a wristband or hand stamp upon entering the event. All members & guests who are under the legal drinking age should be marked as such. The hosting organization is responsible for enforcing that wristbands/indicators are not transferred to underage guests/members.
- g. Fraternities and sororities are expected to deny admittance and/or alcohol to individuals who are likely to be irresponsible in their use of alcohol and/or with whom the fraternity/sorority cannot exercise reasonable control. This includes individuals who are intoxicated to the point of drunkenness or who exhibit reckless behavior. **The chapter has the right and responsibility to deny admittance to anyone it thinks is already impaired by alcohol or other drugs, even if the person is on the invitation list.** If an individual is denied admittance and the chapter needs assistance, the chapter is expected to call the proper authorities.
- h. **For ALL Functions:** fraternities and sororities are required to assign monitors who

will not consume alcohol throughout the duration of the event and who will monitor the activities of both members and invited guests, with the objective of promoting compliance with Institute rules, policies and guidelines and New York State law.

- i. **Event size restrictions:** Events must adhere to the following restrictions or they will not be registered and if they should exceed these restrictions at any time can be shut down by the event monitors, public safety, or other authorized authority.
  - i. **Single organization event:** The number of current active and new members on file with OGLC, with an allowance of 3 guests per member maximum (2 per member recommended).
    1. (Example: ABG has 25 total active and new members, they can invite 75 guests for a total of 100 persons at the event. If XYZ has 70 members, then they can invite 210 members for a total of 280.)
  - ii. **Co-hosting events:** The hosting chapter follows the 3:1 from above, while the visiting organization is restricted to a 2:1 guest to member ration.
    1. (Example ABG & XYZ groups are co-hosting at ABG's chapter house, ABG has their 25 members with a 3:1 guest (100 total) plus XYZ's 70 members with a 2:1 (210 total) for a grand total of 310 total people allowed at that event. *At no time is the total number of people permitted to exceed fire code for the event space. If the maximum allowed ratio exceeds fire code, a lower ratio must be utilized that does not exceed fire code limits.*
- j. **A minimum of ONE (1) monitor for every twenty-five (25) guests is expected for each event. A list of the names of monitors is required to be posted in clear view at the main entrance.**
- k. **Monitors are expected to:**
  - i. Monitor the entire public assembly space and be familiar with the chapter's security plan.
  - ii. Monitor the designated alcohol distribution center to encourage and undertake reasonable efforts to prevent overcrowding, transfer of hand stamps or wristbands and underage drinking. This area should never exceed capacity.
  - iii. Assist in the responsibility to check valid identification of members and guests and reject questionable identification.
  - iv. Monitor the front entrance, other entrances, parking lots and other outdoor areas.
  - v. Stop those leaving the party from taking any open containers with them.
  - vi. If an altercation and/or fight should occur, notify appropriate authorities immediately. Do not attempt to intervene or put anyone at risk of being injured.
  - vii. If medical attention is needed for a person due to excessive alcohol consumption, call 911, it is recommended to mention the Institute's Good Samaritan policy.
4. **Alcohol Limitations, Distribution, & 3<sup>rd</sup> Party Vendors**
  - a. Alcohol consumption is limited to 1 drink/ (person 21 years old or over)/hour; total hours of operation are not to exceed four (4).
  - b. Alcohol Distribution Center- One centralized location is expected to be established for the distribution of food and non-alcoholic beverages; a second distribution center is expected to be established for the distribution of alcoholic beverages that are provided by the guest (BYOB) unless the event is being held by a third-party vendor. Additional food and non-alcoholic beverage stations are encouraged and should have

a monitor to make sure non-alcoholic drinks remain non-alcoholic. Service monitors are expected to not serve anyone of age who may look or be intoxicated.

- c. Non-alcoholic beverages and food are available.
- d. It is required that no alcohol is present at any recruitment or new member function (i.e. bid day parties).
- e. It is expected that no member will permit, tolerate, encourage or participate in activities that either contribute to or can be construed as high risk or promoting binge drinking.
- f. No alcohol shall be served or consumed outdoors.
- g. Distilled spirits (liquor) are prohibited from any event.
- h. Large/Bulk quantities and Hard alcohol are prohibited (kegs, beer balls, and any other bulk containers of alcohol).
  - i. Only contracted third party vendors with current NY liquor licenses may use kegs or hard alcohol to make mixed drinks, provided they are operating a cash bar and not an open bar.
- i. "Home made" alcoholic beverages such as beer, wine, cider etc... are prohibited during registered social events and are otherwise discouraged on chapter owned premises.
- j. Drinking games involving alcohol of any sort are strictly prohibited.
- k. No money may be charged for any event at which alcohol is present unless a license or permit is obtained from New York State Liquor Authority.
- l. All chapters are expected to follow all guidelines for events with alcohol as outlined in the *Rensselaer Alcohol Policy* as well as their individual organization policies.

## 5. Measurement and Enforcement

- a. The Rensselaer Public Safety Office and the Dean of Students Office (On Call Duty Dean) will receive a list of registered events weekly.
- b. Chapter Advisors are to be notified by Chapter leadership that an event is being planned, date of the event, and nature of event.
- c. Any chapter who hosts an event that is not registered with OGLC or not in compliance with Institute, IFC, Panhel, and New York State law, regulations, and policies will be subject to disciplinary action.
- d. Chapters who host unregistered events having alcohol available will be subject to at least one semester social probation and, if warranted, judicial action, which can result in further disciplinary action.

## 6. Potential Consequences and Sanctions

The Rensselaer Handbook of Student Rights and Responsibilities provides the overarching Grounds for Disciplinary Action and explanation of the judicial process. It should be reviewed and can be found at: <http://doso.rpi.edu/setup.do>

Below is also a list of sanctions that DOSO may utilize when determining an appropriate outcome for chapter misconduct:

### 1. Educational

The Dean of Students Office and respective judicial officers may design sanctions that are specific to an individual case when it is determined that educational value may result and the

interests of the Institute community are maintained.

## 2. Social Probation

This status is applied as a result of a breach of specific social regulations. Its primary effect is to suspend a privilege related to the nature of the offense and/or restrict access to specific campus facilities or programs.

## 3. Disciplinary Probation

This action constitutes a change in status where the organization is no longer in good standing, but continues to be recognized by the Institute. The chapter is permitted to retain recognition at the Institute, but under certain stated conditions depending upon the nature of the violation and upon the potential learning value that may derive from such a restrictive measure.

## 4. Loss of Recognition

The Dean of Students Office may review whether the chapter should be allowed to maintain its status as a recognized chapter. The Dean of Students Office can determine that a chapter loses privileges associated with Institute recognition.

## IV. Additional Resources

- **Statement of Relationship**
  - The Statement of Relationship between Rensselaer Social Fraternities and Sororities can be found here:  
[http://www.rpi.edu/dept/doso/resources/greek/statement\\_pdf\\_version.pdf](http://www.rpi.edu/dept/doso/resources/greek/statement_pdf_version.pdf)
- **Dean of Students Office:**
  - The Dean's office has authority over all violations of the student handbook. The Student handbook is featured on the home page and has information regarding Alcohol & Other drugs at RPI as well as the Good Samaritan Policy:  
<http://doso.rpi.edu/setup.do>
- **RPI Student Health Center:**
  - Has resources related to Alcohol & Other Drugs, education, Alcohol Anonymous, TIPS Training & others. <http://studenthealth.rpi.edu/>
- **RPI Public Safety:**
  - Officers dedicated to the safety of all RPI students. May be called if any members/guests become problematic and chapter needs assistance.  
[http://rpi.edu/dept/public\\_safety/](http://rpi.edu/dept/public_safety/)
- **North-American Interfraternity Conference (NIC)**
  - <http://www.nicindy.org/>
- **National Panhellenic Conference:**
  - [www.npcwomen.org](http://www.npcwomen.org)
- **National Pan-Hellenic Council:**
  - [www.nphchq.org](http://www.nphchq.org)
- **National Association of Latino Fraternal Organizations:**

- [www.nalfo.org](http://www.nalfo.org)
- **Fraternal Information & Programming Group:**
  - [www.fipg.org](http://www.fipg.org)

Appendix A

EVENT MANAGEMENT AGREEMENT FOR RECOGNIZED FRATERNITIES AND  
SORORITIES AT RENSSELAER POLYTECHNIC INSTITUTE

Through the development of the Social Event Management Manual, the RPI Greek Life Commons has made strides toward improving the standards of its member organizations. Adherence to chapter, state, Inter/national fraternity/sorority, and Institute rules and regulations surrounding the use and distribution of alcohol is a mandatory component of recognition as an organization at Rensselaer. Compliance with the Social Event Management Manual will dictate how an organization can proactively address alcohol-related issues.

By way of this agreement, I agree to adhere to the Social Event Management Manual at Rensselaer Polytechnic Institute. I have read, understand and will comply with these guidelines. I also understand that it is my responsibility to plan, organize, oversee and execute all events as outlined in the *Fraternity and Sorority Event Management Guidelines*. I understand that violations of these guidelines (which include NYS laws, Local laws, Fraternity and Sorority Inter/national rules, and Institute Policy) can be grounds for loss of Institute recognition.

I hereby acknowledge that I have received and read the Social Event Management Manual.

Please sign and return this form to the Office of the Greek Life Commons/Residence Education.

**Chapter:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Chapter President:** (Print Name) \_\_\_\_\_

Signature: \_\_\_\_\_

**Social Chair:** (Print Name) \_\_\_\_\_

Signature: \_\_\_\_\_

**Chapter Advisor:** (Print Name) \_\_\_\_\_

Signature: \_\_\_\_\_

*\*Note: this document must be resubmitted as often as any of the following positions are changed within the chapter: President, Social Chair, & Chapter Advisor*

Appendix B

SOCIAL RESPONSIBILITY AGREEMENT FORM

Whereas the Office of the Greek Life Commons, IFC and Panhel, and the AIGC were created to promote Greek Life and insure the sustainability of the Greek community at Rensselaer Polytechnic Institute,

And, Whereas \_\_\_\_\_ Fraternity/Sorority has adopted the guidelines and principles of the OGLC, IFC, Panhel, and also wishes to insure the sustainability of the Greek community which includes self-governance by Fraternities/Sororities,

And, Whereas, the above listed Fraternity/Sorority understands that it is solely responsible for the actions of its own organization and the DOSO, OGLC, IFC, Panhel, and AIGC has no responsibility for the acts, errors or omission of Fraternity/Sorority.

Now therefore in furtherance of the goals and principles articulated herein, the parties hereby agree,

1. The above named Fraternity/Sorority shall act in accordance to the Statement of Relationship between Rensselaer and Social Fraternities and Sororities, The Rensselaer Handbook of Student Rights and Responsibilities and the Social Event Management Manual.
2. The organization understands that it may be subject to sanctions by DOSO and other judicial officers if the organization does not adhere to the guidelines it has pledged itself to abide by.
3. The organization and its' members agrees, in case of an emergency, to grant house access to Institute administrators or other appropriate authorities and to assist the staff/authorities in a helpful and mutually respectful manner.
4. This agreement shall continue in force until such time when the chapter holds re-elections and a new President is elected or the agreement is terminated due to judicial sanction.

_____ OGLC Signature	_____ Chapter President Signature	_____ Chapter Advisor Signature
_____ Print Name	_____ Print Name	_____ Print Name
_____ Date	_____ Date	_____ Date

Appendix C

**Social Event Application – Rensselaer Polytechnic Institute**

The request to hold a social event must be received at the office of the Greek Life Commons (Commons Building) during normal business hours at least ten (10) days before the event.

\_\_\_\_\_ (Name of Organization) submits registration to hold a social event with alcohol.

Name of any co-hosting organizations for this event (if applicable):\_\_\_\_\_.

Address of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Primary Contact Cell Phone Number:\_\_\_\_\_

Theme (if applicable):\_\_\_\_\_

Time of Event Start:\_\_\_\_\_ End: \_\_\_\_\_

	Host Chapter	Co-Host	Total:
# of Total Actives/new member on chapter roster:	_____	_____	_____
# of Invited Attendee (Cannot exceed 3:1 ration):	_____	_____	_____

Invitation list, including all members is attached: YES or NO  
**Total Event Attendance:** \_\_\_\_\_

# of Invited Guests Under the age of 21 (total): \_\_\_\_\_

Alcoholic Beverages:  Beer  Wine

Non-Alcoholic Beverages:  (Please list types): \_\_\_\_\_

Food Provided:  (Please list types): \_\_\_\_\_

**Event Checklist:**

- Sober monitors are identifiable
- President and Social chair have attended Social 101
- List of monitors is posted at the door
- Attendees being permitted entrance to the event are listed on the invitation list as submitted to OGLC
- Non-invited guests (i.e. not on the invite list) are not permitted to enter
- Student ID plus a valid driver's license, military ID, or passport are being checked
- A hand stamp or wristband is used to designate invited guests as 21 or over
- Some mark or identifier is used to designate invited guests under 21

- A means of indicating the number of drinks served to a person who brought their own
- Event is not being held during Rush/New Member Recruitment period
- Event is not being held as a new member/pledge event
- A consistent supply of non-alcoholic drinks are supplied
- Drinks containing alcohol are distributed appropriately and monitored consistently
- Sufficient food is available and readily accessible
- Event is limited to the common areas and/or large open space on ground floor as required for risk management
- Event is not occurring outdoors
- Outdoor area is being monitored and checked for excessive noise
- All exits are clearly marked in case of emergency evacuation

*The sponsoring organization agrees to comply with all NYS laws, City of Troy ordinances and Institute policies. It is understood that the sponsoring organization is responsible and accountable for adhering to all policies of the Social Event Management Manual. As the designated event contact of this organization, I acknowledge that I have read reviewed and uphold the content of the Social Event Management Manual and am authorized to accept full responsibility for the event on behalf of my organization. I acknowledge that this organization, its membership, and advisor have read, reviewed and agree to the terms, guidelines and policies stated in the Fraternity and Sorority Event Management document, uphold Institute policies, and comply with NYS law and City of Troy ordinances.*

**SUBMISSION IS NOW THROUGH ONLINE FORM ONLY.**

The online form can be found at:

[https://rensselaerpolytechnicinstitute.formstack.com/forms/social\\_event\\_application](https://rensselaerpolytechnicinstitute.formstack.com/forms/social_event_application)