

# **NOTIFICATION FORM FOR STUDENT ORGANIZATION EVENTS WITH ALCOHOL**

Please submit TWO copies of the form seven working days prior to the event. Guest list must be attached at time of submission.

1. NAME OF ORGANIZATION (S) SPONSORING EVENT: \_\_\_\_\_

2. DATE OF EVENT: \_\_\_\_\_ START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

3. LOCATION: \_\_\_\_\_

Circle one:      THIRD PARTY VENDOR      or      FRATERNITY HOUSE

4. NAME AND PHONE NUMBERS OF OFFICERS IN CHARGE –SOCIAL CHAIR/RISK MANAGEMENT EDUCATOR AND PRESIDENT – OF EVENT.

Note: If the social chair or president is unable to attend the event the president of the organization may appoint another officer to assume this responsibility.

Name	Phone Number
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1. _____	_____
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2. _____	_____
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3. ATTACH THE FOLLOWING AS APPLICABLE TO YOUR EVENT:

- **A. Guest List:** Organizations are expected to include a guest list with the event notification form. The list must be typed and alphabetized and will be used for check-in at the event. Guests list must not exceed the capacity limits of the facility's public areas as determined by the fire marshal. Attendance at student organization functions with alcohol will not exceed two invited guests for each active organization member, regardless of the capacity of the facility.
- **B. Invitations:** An exact replica of the invitation to be distributed to guests should be attached to this notification form.
- **C. Third-party vendor:** If the event is being held at a third-party vendor location, a signed vendor statement of responsibility must be attached. The vendor is completely responsible for alcohol distribution, and collection of money for alcoholic beverages. The third-party vendor or a security agent is responsible for checking the identification of customers as well as clearly identifying and marking all under aged guests.
- **D. Good neighbor letter:** If the event is being held at a fraternity house, a good neighbor letter must be submitted to the Student Organization Resource Center with this notification form. A copy of the good neighbor letter must be delivered (not mailed) to each adjacent neighbor six working days prior to the event. This letter must contain the date, time, location of your event, and contact information to reach someone at the event.

6. NAME OF CONTRACTED SECURITY AGENT (S): \_\_\_\_\_

PHONE # \_\_\_\_\_

7. TYPE OF MUSIC (circle one):      MUSIC ON TAPE      LIVE BAND      NONE

8. WRISTBANDS: Wristbands must be used to identify those 21 years of age or older attending the event.

Under aged attendees must be identified with an "X" on both hands.

- If the event is at a fraternity house what color of wristbands will be used?  
\_\_\_\_\_

- How many wristbands will you need to purchase? \_\_\_\_\_

9. WHAT FOOD AND NON-ALCOHOLIC BEVERAGES WILL YOU PROVIDE?

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10. NAMES OF HONOR GUARDS: All honor guards must have completed honor guard training. The Risk Management Chair of the organization must be an Honor Guard. If risk management duties are included in the work of the Social Chair, the Social Chair cannot be an Honor Guard. The Social Chair must be an Officer in Charge. Officers in Charge may be listed as Honor Guards only if the function is taking place at a third party vendor. If the event is at a fraternity house, four Honor Guards must be present in addition to the two Officers in Charge. Honor guards must be clearly identified with a t-shirt or nametag that says, "Honor Guard".

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

11. STATEMENT OF RESPONSIBILITY:

We verify we have followed all policies and procedures of East Tennessee State University, our national office, our organization's constitution, our campus governing council, as well as met all laws set by the city, the county, and the state in regard to this gathering. Our signatures also acknowledge that we will cooperate with the Student Organization Resource Center in conducting party checks at our event.

\_\_\_\_\_  
President

\_\_\_\_\_  
Social Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

12. TOTAL NUMBER OF INVITATIONS:

How many invitations will be distributed for this event? \_\_\_\_\_

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DO NOT WRITE BELOW THIS LINE  
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Received by the Coordinator for Greek Life and Community Service Programs on: \_\_\_\_\_  
Date and Time

This form will be reviewed and returned by the Coordinator for Greek Life and Service Programs or the staff of the Student Organization Resource Center within 24 hours of when it is received.

\_\_\_\_\_ Party plan as written meets minimum standards.

\_\_\_\_\_ Party plan as written does not meet minimum standards and cannot be held as stated in this form.

Specific standards that have not been met: \_\_\_\_\_

# **PROCEDURES FOR** **STUDENT ORGANIZATION EVENTS WITH ALCOHOL**

The following procedures are to be followed for each student organization event with alcohol. In addition, each organization is responsible for adhering to its own risk management policies and procedures.

1. **REGISTRATION:** An organization not properly registered, and without an updated roster on file, with the Student Organization Resource Center may not host a student group function where alcohol is present.
2. **NOTIFICATION OF EVENTS INVOLVING ALCOHOL:** Organizations wishing to hold functions involving alcohol must submit completed "Notification Form for Student Organization Events with Alcohol" to the Student Organization Resource Center seven business days prior to the event.
3. **SPONSORING GROUPS:** All groups involved in hosting the event must be listed on the notification form. Should policy violation(s) occur, all sponsoring groups are equally held responsible.
4. **TIME OF EVENTS:** An event where alcohol is present may last no more than four hours in any given twenty-four hour period. Weekday events (Sunday – Thursday) must end by midnight. Weekend events (Friday and Saturday) must end by 2 a.m.
5. **MUSIC:** Organization should follow all city laws and municipal ordinances with regard to noise levels and sound.
6. **LOCATION:** If the event is held at a third-party vendor location, the vendor must complete the vendor statement of responsibility.
7. **VENDOR LOCATION:** Attendance at all student organization functions with alcohol must be restricted to the public areas of the facility. Third-party vendor locations are subject to administrative review and approval.
8. **VENDOR STATEMENT OF RESPONSIBILITY:** If the event is held at a third-party vendor location, a vendor statement of responsibility, provided by the Student Organization Resource Center, must be completed and submitted with the notification form seven working days prior to the event.
9. **GOOD NEIGHBOR LETTER:** For events held at fraternity houses, the good neighbor letter should be delivered (not mailed) to each adjacent neighbor. The letter should state the date, time, location of your event, and a contact name and phone number of someone that can be reached at the event. A copy of the letter must be submitted with the notification form seven working days prior to the event.
10. **GUESTS:** No one will be permitted to enter the event without either being listed on the guest list or having a valid invitation as described below.
11. **GUEST LIST:** Organizations are expected to include a guest list with the event notification form. The list must be typed and alphabetized and will be used for check-in at the event. Guests list should not exceed the capacity limits of the facility's public areas as determined by the fire marshal. Attendance at student organization functions with alcohol will not exceed two invited guests for each active organization member, regardless of the capacity of the facility.
12. **SPECIAL GUEST LIST:** A special guest list may be created as visitors such as alumni or out-of-town friends or family arrive unexpectedly. These guests should sign-in just as every other guest. The number of "special guests" that will be permitted to enter during the entire event is eight.
13. **INVITATIONS:**
  - All invitations should have the date, time, location of the party, as well as the phrases:  
"NON-ALCOHOLIC BEVERAGES AND FOOD AVAILABLE."  
"VALID IDENTIFICATION AND INVITATION REQUIRED FOR ADMITTANCE."  
*If it is a BYOB event:* "BYOB – NO GLASS CONTAINERS OR LIQUOR ALLOWED."
  - A valid invitation must:
    - Be approved by thy Coordinator for Greek Life and Community Service Programs seven working days prior to the event.
    - Have the signature of a hosting organization(s) member on the back along with the invited guest's printed name.
    - Be numbered prior to distribution.
    - Be checked with the name on the guests I.D. to make sure that the name on the invitation matches.
  - Passing out invitations anywhere, at any time during the event is prohibited.

14. **CHECK IN:** Guests whose names are listed on the guest list must sign in beside their name before entering the event. If the guest is not on the guest list he/she must have a valid numbered invitation. Guests with invitations should sign the back of the invitation before entering the event. All guests will be required to show valid identification to the security guard in order to verify name and age. Those guests who are over the age of 21 may be given a wristband at this time. Guests under 21 years of age will not be given a wristband, should be marked with an "X" on both hands, and will not be permitted to drink alcoholic beverages at the event.
15. **SECURITY AGENTS:** All security agents must be bonded and insured and are required at any event serving alcohol. The hosting organization(s) must keep a copy of the security company's insurance policy on file. The security agents are responsible for checking proper identification. They will also periodically check the premises for underage drinking, behavior problems, and noise violations. No event may begin until a minimum of two security agents are at the event.
16. **ALCOHOL:** No one under 21 may be permitted to drink alcoholic beverages at the student organization-sponsored event. No liquor or glass containers are allowed into the event unless a third party vendor serves them. Each sponsoring organization is required to follow its own risk management policies. The organization may not provide alcohol for guests to consume. If the event is BYOB each and every guest is limited to bringing in two six-packs of 12-ounce beers throughout the course of the event. Due to liability issues guests should not leave the event with alcohol in their possession. Each individual fraternity should use their own discretion when allowing guests to exit an event with and/or under the influence of alcohol.
17. **WRISTBANDS:** Wristbands must be used at all alcohol events to designate guests who are of legal drinking age. No one under 21 years of age may be permitted to wear a wristband at the event. Wristbands are available for purchase in the Student Organization Resource Center. Only one color of wristband may be used at each event.
18. **FOOD AND NON-ALCOHOLIC BEVERAGES:** Organizations are responsible for providing food and non-alcoholic beverages in a prominent location throughout the event.
19. **HONOR GUARD TRAINING:**
  - Honor guards will be certified through a training process each school year.
  - The president or risk management chair of Panhellenic, IFC or Pan-Hellenic will provide honor guard training for its members.
  - The Program Coordinator for Leadership and Greek Life will provide the training material annually and train the trainers, i.e. the risk management chairs and presidents of Panhellenic, IFC and Pan-Hellenic.
  - The list of active honor guards will be kept in the office of the Program Coordinator for Leadership and Greek Life.
20. **"OFFICERS IN CHARGE" - RESPONSIBILITIES AT THE PARTY:**
  - These officers may not consume any alcohol before or during the event.
  - These officers are responsible for making sure the vendor and security agent know their duties.
  - There must be two officers on duty at every event involving alcohol. The party will not be permitted to begin until both officers are present.
  - Officers may serve as designated drivers at any point during the event; however one officer must always be present at the event.
  - The officers in charge are responsible for making sure all rules are followed and whenever a problem arises they should inform the security guards immediately.
  - The officers in charge will be responsible for check-in procedures described above.
21. **HONOR GUARDS RESPONSIBILITIES:**
  - Honor guards must wear a special shirt or nametag with the words, "honor guard," printed on the nametag or shirt throughout the event.
  - Every event involving alcohol must have four Honor Guards on duty. If the function is at a third party vendor the "officers in charge" may be used as honor guard if they have completed training. If the function is at a fraternity house, there must be four honor guards plus two officers in charge.
  - The honor guards that are listed on the notification form must be present for the event to begin.
  - Honor guards must be posted at each entrance of the facility that can be entered from the outside if the event is at a fraternity house. If an event is at a third-party vendor one-honor guard must be posted at the main entrance at all times.
  - Honor guards may not consume any alcohol before the event or until the last guest has left the premises.
  - Honor guards are responsible for making sure no liquor or glass is allowed into the event and that no one person brings in more than two six packs of 12-ounce beers.
  - Honor guards are responsible for either checking the guest list and collecting invitations themselves or making sure an "officer in charge" is taking care of that task.
  - If at any time an honor guard has reasonable suspicions that someone has consumed too much alcohol to drive a vehicle they should offer another option for transportation such as a taxicab.
  - Honor Guards should make sure that all guests have left the premises before the party end time. No guests should be on the property after the security agents have left.