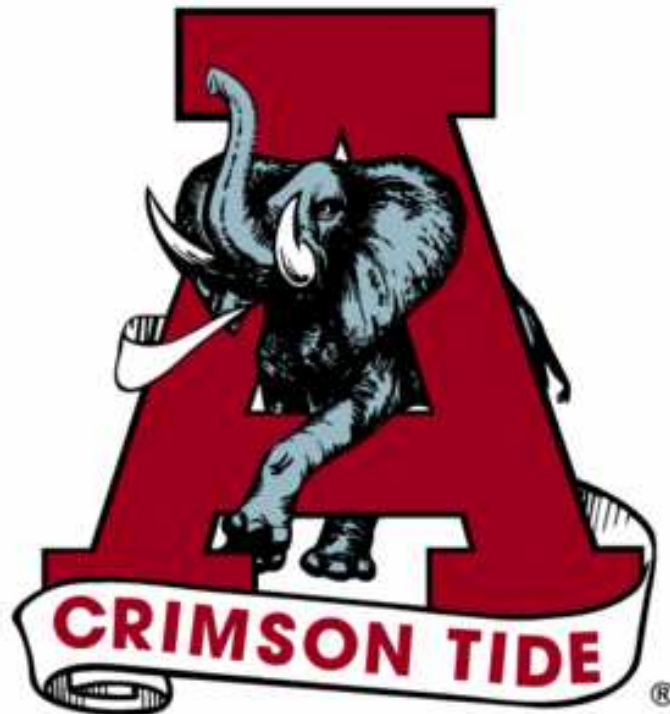


# THE UNIVERSITY OF ALABAMA STUDENT AFFAIRS



## SOCIAL EVENT PLANNING GUIDELINES

2013

\* Please visit the Greek Affairs' website for the most updated version of these Guidelines.  
(<http://greekaffairs.ua.edu/resources.cfm>)

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# Social Event Guidelines

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## Outline

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- I. **Definitions:** For the purpose of this policy, the terms listed below shall have the following meanings unless a different meaning is clearly indicated by the use of the term in the text.
    - A. “Guest” shall mean a person who is invited by the student group which is hosting the social event and the guest’s date or spouse.
    - B. “Member” shall mean those individuals who are considered actives, pledges, or associates in accordance with the student group’s constitution or by-laws.
    - C. “Permit” shall mean the permit issued by the Office of the Dean of Students, Ferguson Center, that allows a student group to host or sponsor a social event at which alcoholic beverages will or may be consumed.
    - D. A “Social Event” shall be defined as any event planned, sponsored, promoted or funded by a student group that is inherently social in nature and at which non-members of that organization are in attendance, including any event sponsored by an alumni/alumnae/graduate chapter that is promoted by or held in conjunction with the undergraduate chapter.
    - E. “Student Groups” shall mean a student group or organization that is currently registered with The Office of the Dean of Students as a recognized campus student group or organization.
    - F. “Common Source” shall mean any alcoholic beverage (beer, wine, or liquor) that is provided by a student group, member, or guest and that is made available for consumption by any member or guest at a social event. A common source shall not include “cash bars” operated by a state licensed third party or an alcoholic beverage brought to a social event by a member or guest for personal consumption.
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## II. Registration of Social Functions

### A. Conditions Requiring Registration

- (1) Social events or functions to be registered with the Office of the Dean of Students include, but are not limited to, band parties or any social event featuring musical entertainment by a band, disc jockey, or other performer; swaps; formals; theme parties; step performances and other events as specified.
  - a. The Social Swap Contract must be mutually agreed upon by Presidents and Social Chairs of each chapter. This pertains only to IFC and APA Organizations.
- (2) Other on-campus events to be registered with The Office of the Dean of Students include but are not limited to the following:
  - a) Events involving 50 or more people.
  - b) Events utilizing an expansive area of campus property.
  - c) Events creating potential traffic congestion.
  - d) Events presenting a health or safety hazard.
  - e) Any on-campus social event.
  - f) Any tailgating event on the quad that includes:
    - a. A tent or structure larger than a basic 10x10 “pop-up” tent
    - b. Catered food
    - c. Fundraising/philanthropic activity
    - d. Amplified music beyond personal stereo systems (live music not permitted)
- (3) Each musical performance by a band, disc jockey or other performer constitutes a separate event and must be registered separately.
- (4) The University reserves the right to limit the number of events requiring UAPD or approved security personnel assigned by the Office of the Dean of Students based on the number of events scheduled at a given time. In addition, UAPD reserves the right to disallow security personnel or firm at its discretion.
- (5) Registration with the Office of the Dean of Students of specified social functions shall be the sole responsibility of the sponsoring and/or co-sponsoring organizations.

### B. Additional Approvals

Any events held in residence hall grounds, apartments, or University contracted housing must seek additional approval from the Director of Housing and Residential Communities (HRC) within five (5) working days in advance of the event. All residence hall events must be sponsored by HRC or RHA. Any events in close proximity of the residence halls and/or apartments will need to be approved by the Director of HRC or designee five (5) working days in advance of the event.

### C. Registration Process

All social functions must be registered in person at the Office of the Dean of Students, Ferguson Center, **one week (7 days) prior to the date the event is scheduled to take place.**

- (1) At the time of registration, all organizations sponsoring or co-sponsoring a social event must submit to the Office of the Dean of Students a signed copy of Social Event Registration form, and must pay all applicable music license and/or other fees.
- (2) If alcohol is going to be present at the social event, then the organization must pay \$135 alcohol fee.
- (3) All organizations that lease and/or own property on the UA campus are required to have health and safety inspections prior to approval for social events. Following receipt of social registration form, Health and Safety personnel will conduct a safety inspection of the premises. Organizations are given time to rectify any violations, but final approval will only occur after the location has successfully passed inspection.
- (4) Organizations should contact the Office of Health and Safety at 348-5905 to set up these inspections. (<http://bama.ua.edu/~ehs>)

- (5) If the registration deadline is missed, organizations may still be able to register events. However, under these circumstances, there is a minimum \$1 fine for every member of the organization per day after the deadline in addition to the fees required for event registration. This fine will be increased with each subsequent late registration. The late fee will be reset at the end of each semester.
- (6) For any event at which individuals present are not members of the sponsoring organization(s), an accurate guest list must be maintained during the event and submitted to the Dean of Students Office no later than 72 hours after the event. If guest list is not submitted within 72 hours, there is a \$50 per day fine, up to a maximum fine of \$250. Repeated failure to submit guest lists may result in disciplinary action or referral to the appropriate judicial board.
- (7) Organizations must complete and submit to the Office of the Dean of Students the “Social Event Planning Checklist” no later than 72 hours after the conclusion of the event.

### III. Standards and Restrictions for Social Events

#### A. Days and Times

- (1) The Office of the Dean of Students will not register events at which the presence of alcohol is planned or anticipated during Sunday through Wednesday. For those Thursday social events involving alcohol, consumption of alcohol will only be permitted between 5:00 p.m. and 1:00 a.m.
- (2) The hours for indoor social functions are restricted to the following times:
 

<b>Sunday – Wednesday</b>	<b>5:00 p.m.-11:30 p.m.</b>
<b>Thursday</b>	<b>5:00 p.m.-1:00 a.m.</b>
<b>Friday/Saturday</b>	<b>5:00 p.m.-2:00 a.m.</b>
- (3) Indoor musical entertainment (bands, disc jockey, individual performers or combos, audio/video systems) at on-campus events may begin no later than 10:00 p.m. and must end no later than the designated times above. Provided no disturbances or violations of University policy occur, the members and guests have the prerogative to remain on the premises until choosing to leave. Bands are not permitted at Thursday social events where alcohol is present.
- (4) The hours for outdoor social functions involving musical entertainment as above are restricted to the following times:
 

<b>Friday</b>	<b>5:00 p.m.-12:00 Midnight</b>
<b>Saturday</b>	<b>1:00 p.m.-12:00 Midnight</b>
<b>Sunday</b>	<b>1:00 p.m.-5:00 p.m.</b>
- (5) Outdoor social functions not involving musical entertainment are restricted to the same times as indoor social functions.
- (6) For events with both afternoon and evening social functions, there must be at least a three hour break between the two separate events (i.e. Day party lasting from 1:00 – 5:00, evening band party could start no earlier than 8:00 p.m.).
- (7) No social events may be registered to occur during the five (5) day period preceding or for the duration of final exams for the fall and spring semesters or during the two (2) day period of the summer term. In addition to A-Day, the weekend of Greek Preview Day, Costa’s Greekfest and Panhellenic Bid Day no social events may be registered.
- (8) Social events at chapter houses during the fall semester may begin during the Week of Welcome, the Monday before classes start.

#### B. Guests

- (1) Social events sponsored by student organizations must be limited to members, guests, and other invited students with valid college IDs. A sign shall be conspicuously displayed at all

event entrances indicating the event is restricted to members and invited guests, stating ending time of the event, and that no glass bottles are allowed.

- (2) Any form of public advertising off-campus to encourage attendance at social events is strictly prohibited, unless it is to include other college/university campuses, is an alcohol-free event, or is being held at a non-residential facility and meets the other criteria for open events contained in number (6) of this section. Campus advertising should indicate that a valid photo college ID is required for admission.
- (3) Student organizations wishing to charge admission to approved events must adhere to the following:
  - a) UAPD or approved security personnel are assigned when appropriate at the expense of the organization.
  - b) Total tickets sold/admission charged and/or invited guests present must not exceed the designated capacity for the facility. The number of organizational members must be included when determining total attendance.
  - c) Events must be limited to inside the designated facility. Outside events will be permitted on premises secured and contained by a permanent fence or wall.
- (4) Organizations take appropriate measures to ensure that the crowd does not exceed fire code capacity specifications set by the Health and Safety Office. Organizations should work with Health and Safety Office to determine maximum capacity for each event based on the scope of the event and the locations at which the event will take place. Chapters must develop a plan with hired security to prevent attendance at event from exceeding maximum occupancy.
- (5) All state of Alabama laws regulating loitering on University property apply at all on-campus social events. The sponsoring organization, with the assistance of UAPD, will be responsible for identifying and dispersing loiters.
- (6) All chapter sponsored social activities shall be by invitation only. "Open Parties" are expressly prohibited, except in those instances where the event is held at an off campus location and a licensed third party vendor contractually assumes all responsibility for guest behavior and safety, or where the event is held in an on-campus, non-residential facility, is alcohol-free or incorporates a licensed, third-party vendor, and security is provided by UAPD. Such events must be in compliance with the national risk management policy of the host organization(s). Copies of said contracts with third party vendors must be submitted with the appropriate event approval forms.

#### C. Decorations and Physical Facilities

- (1) Any construction for themes for social functions must be approved by the Office of Health and Safety and plans shown to Construction Administration prior to beginning construction. Two members from the organization must be designated as construction supervisors and attend training sponsored by the Offices of Construction Administration and Risk Management.
- (2) No pools of any type or size will be allowed at any time.
- (3) Groups decorating for parties such as theme parties are not allowed to use bamboo that has not been commercially grown. Please check with Health and Safety personnel or the Office of the Dean of Students if there are any questions.
- (4) Construction may begin no earlier than one week (7 days) prior to the event.
- (5) All front yard remnants/decorations of social events must be removed from the property immediately following the event, and must be completely removed by 10:00 a.m. the morning following the event. Backyard remnants/decorations must be removed no later than 48 hours following the event. This includes removal of all materials involved in party decoration construction (i.e. sand, lumber, flags, etc.).
- (6) Should the fire alarm go off during the event, the organization should immediately vacate the location. No one should be allowed back in the location until cleared by the Fire Department.

- (7) All outdoor social events must be held within the enclosed area with a monitored entrance. Permanent fencing is preferred. However, temporary, quick removal fencing may be accepted. Fencing must be a minimum of six feet tall and must be constructed with fire-retardant/flame repellent material.

#### D. Security and Law Enforcement Personnel

- (1) Any organization hosting an event at which alcohol will be present must provide security for that event. Depending on the nature of the event and the estimated crowd, security may or may not be required for events without alcohol.
- (2) All organizations at the University are required to contract with Contract Security Companies, as defined by ALA. CODE § 34-27C-1, to provide security services for Events hosted on property the University of Alabama owns or operates. These Contract Security Companies must be licensed with the Alabama Security Regulatory Board (ASRB) and must, prior to performing any such services, register with the University of Alabama Office of Greek Affairs and provide evidence of full compliance with ALA. CODE §§ 34-27C-1 through 34-27C-18. Only properly ASRB-licensed Security Companies and their ASRB-certified Security Officers will be allowed to provide services on property the University of Alabama owns or operates
- (3) The number of security personnel required for an event will be determined by the following:
  - (a) A minimum of 2 Security Officers are required for any event.
  - (b) At least 2 Security Officers must monitor the event's main entrance and at least 1 Security Officer must be stationed at every other entrance/exit for the duration of the event.
  - (c) For every 100 attendees, 2 Security Officers must be present.  
**Example: 400 attendees = 8 Security Officers**
- (4) Organizations are responsible for maintaining control of members and guests at their events including identifying and eliminating high risk behaviors. Organizations should notify UAPD at 348-5454 of potential problems and/or legal violations. Appropriate emergency contact information must easily available at visible bulletin board at the event.
- (5) Organizations hire Security Companies and Security Officers for security reasons. UAPD must be contacted immediately (348-5454) anytime law enforcement is needed (to deal with uninvited guests who will not leave or if any of the following occur:
  - a. A violation of the law;
  - b. deployment of force (e.g. physical, pepper spray, etc.);
  - c. injury(s) or other medical issues;
  - d. a violation of any applicable policy or procedure;
  - e. discharge of a fire extinguisher;
  - f. the number of attendees at the event exceed fire code occupancy limits or the estimated number of participants identified in the organizations Event Registration Form (whichever number is smaller);
  - g. disabling or damage to a life-safety device (e.g. fire alarm, smoke detectors, emergency exit lights, etc. ).
- (6) Security personnel are prohibited from carrying firearms.
- (7) Security personnel must be present at least one (1) hour prior to an event and one (1) hour after an event concludes. Security should provide assistance to the organization to ensure that crowds disperse no later than 30 minutes after the event ends. Bands and DJs must stop playing at the event ending time.
- (8) The Social Event Chair of the organization must be available to assist with access and be available immediately to the security personnel. This individual must be at least 21 years of age and must remain sober during the event.
- (9) Organizations should meet with the individuals responsible for access along with security prior to the event to go over the additional expectations for the event including access

control. Organizations are responsible for assisting door personnel and security with uninvited guests and crowd control around the door.

- (10) Student groups will be responsible for providing any specific instructions to security officers; such information must conform to rules, by-laws and requirements of any national organization as applicable over the student organization.

#### E. Structures, Inflatables, and Amusement Devices

- a. A “structure” is something erected for use at a social event and includes, but is not limited to, stages, boardwalks, tiki huts, viewing platforms, decks, temporary walls, bars, and bar tables. Lawn/house decorations or signs/banners to promote events are not considered structures. Except as outlined in this section, all structures are prohibited at registered social events.
- b. “Inflatables” and “amusement devices” are items designed for the entertainment of event participants and/or require physical strength, agility, or coordination. These include, but are not limited to, water slides/slip-n-slides, bungee run, Velcro wall, gladiator arena, dunk tank, mechanical bulls, bungee trampoline, and rock climbing walls. Inflatables and amusement devices are prohibited at all registered social events.
- c. Temporary stages, tiki huts, and bar tables either (a) purchased from and installed by an appropriate dealer or (b) constructed by a licensed/bonded/insured contractor do not constitute a structure and are permissible if constructed/assembled immediately prior to the social event. Stages may only be used to hold the band or DJ providing entertainment at the event.
- d. Under certain circumstances, the University may entertain the possibility of a permanent structure such as a stage, boardwalk, viewing platform, or deck at a fraternity or sorority house where the organization has exclusive use of the property. The design of a permanent structure must adhere to the University’s design guidelines and be constructed of materials that are suited for exterior use. In most cases, the proposed structure may not be visible from the street or walkways and may not limit or restrict access to the house, block exits or cause any inconvenience for residents or invited guests. Any request for consideration of a permanent structure should be coordinated with Greek Affairs.
- e. The organization shall assume all of the expenses for design services, materials, contract labor, building permits, inspection, materials disposal or any other costs or expenses related to the design, construction and removal of any approved permanent structures or temporary stages, tiki huts, or bar tables, as allowed herein.
- f. The organization shall submit a Structure Certification Form to the University’s Office of Risk Management and Office of Greek Affairs at least two (2) calendar days before the registered social event.

#### F. Other Regulations

All organizations that have oversight from national governing bodies are solely responsible for complying with the regulations of their national organization. If requested, a copy of the regulations must be provided to the Office of the Dean of Students.

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## IV. Swaps

In addition to the University’s requirements for social events, the following rules, which have been approved by the Alabama Panhellenic Association and the Interfraternity Council, also apply to any social event registered as a “swap” on the social event registration form:



- a. No party shall be vulgar or offensive in theme.
  - b. There shall be no inappropriate conduct that violates the law or University policies before, during, or after the swap, including hazing or sexual misconduct as those terms are defined in the Student Code of Conduct. Such inappropriate conduct may subject the individual(s) taking part in the conduct, as well as any individuals that allow or direct the conduct, to criminal and/or civil liability along with Code of Student Conduct sanctions.
  - c. No hard liquor should be present at a swap event and no alcohol shall be provided to any individual under the age of 21.
  - d. Events are allowed to begin no earlier than 9:00 pm and end no later than 12:00 am.
  - e. Any swap participant or attendee who appears overly intoxicated at any time during the event should be removed from the event immediately.
  - f. At least three (3) officers from each organization must attend each swap to monitor the behavior of their members to ensure that a safe environment is maintained and the requirements set forth herein are followed.
  - g. If a member of a sorority or fraternity feels his or her rights have been violated in any way, he or she should contact UAPD (348-5454), the University's Title IX coordinator (348-5496), and/or other appropriate University official as identified on the University's website (<http://www.titleix.ua.edu/report-a-violation.html>). Each participating organization must make its members aware of their reporting rights and available reporting options prior to the start of the swap by, among other things, forwarding a copy via e-mail of these swap rules to its existing members immediately prior to the start of the swap. Retaliation against someone reporting a violation is strictly prohibited and may subject the retaliator to Code of Student Conduct sanctions as well as civil and/or criminal liability.
  - h. All social events should be held in accordance with the *Social Event Planning Guidelines*.
  - i. If it is found that a violation of any of the foregoing rules occurred at the swap, any student who committed the violation, directed the violation to occur, did not make a good faith effort to prevent the violation, or, if unable to prevent it, failed to properly report the violation, that student(s) can be found in violation of the Code of Student Conduct and, depending on the violation, risks potential criminal/civil liability.
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## V. Use of Alcoholic Beverages at Social Functions

### A. Alcoholic Beverage Permit

- (1) Each student group or organization that desires to host or sponsor a social event at which alcoholic beverages may be consumed must apply for and receive from the Office of the Dean of Students a permit prior to the date of the social event. To obtain a permit, a student group or organization must agree to comply with the terms and conditions of the social event policy. This agreement must be signed by an authorized officer or representative of the student group or organization.
- (2) Types of Permits:
  - a) Annual Permit: and annual permit is available to recognized student groups and organizations that anticipate hosting several registered social events. An annual permit is valid from August 1 of the year to July 31 of the immediately succeeding year. The issuance fee for an annual permit is \$300.

- b) Single Event Permit: A single permit is available top recognized student groups or organizations which anticipate hosting only an occasional registered social event. The fee for a single permit is \$50.
- (3) Permits shall be valid only for the location described on the permit. If the location of a social event changes, then prior to the social event it shall be the responsibility of the student group or organization to apply for and receive from the Dean of Students office an endorsement to the permit indicating the new location of the social event.
- B. Requirements of Sponsoring Organizations: A recognized student group or organization that is hosting or sponsoring a social event at which alcoholic beverages will be consumed shall comply with the following requirements:
  - (1) Comply with all noise limitations, ending or concluding times, social event registration requirements, and all other applicable guidelines regulating social events as set forth in the Student Handbook and Social Event Planning Guidelines.
  - (2) Form a risk management committee with a minimum of five individuals that agrees to remain sober at an event. They must be active members of the organization (no associates or new members).
  - (3) Provide and make available to members/guests during the duration of a social event non-alcoholic (alternate) food and beverages.
  - (4) Adopt and implement a plan or method to identify, such as by stamp or other appropriate device, each member/guest in attendance who is twenty-one (21) years of age or older.
  - (5) For the duration of a social event provide and have available transportation by taxi or other similar means for members/guests who are visibly intoxicated or who request transportation. Post signs with taxi service contact information at the main exit of the party.
  - (6) Social events at which alcoholic beverages will be present shall be sponsored, hosted or held on a “bring your own beverage” (BYOB) basis or shall incorporate a licensed, third-party alcohol vendor.
  - (7) During social events, guest and members are not permitted to consume beverages contained in glass bottles. Organizations will be cited if glass bottles are found to be in and around the party area.
  - (8) Student groups are required to secure all entrances and exits where the event will be held. Exits that are locked to keep unauthorized guests from entering the facility must be able to be opened from the inside in one turn. Doors or entrances that are padlocked or double-locked will be considered a violation of the fire code and events will be immediately shut down. Any questions regarding this requirement should be directed to Health and Safety at 348-5905.
  - (9) No fund-raising event will be approved if alcohol is present. Any event that has an admission charge will be deemed fund-raising and require additional security. The organization is responsible for the expense of the additional security.
  - (10) Persons who work the doors for social events at which alcohol is present must not be affiliated with the organization and must be security event personnel from bonded private security firms or off-duty law enforcement to work security and must be at least 21 years of age.

## VI. Enforcement

- A. By registering a social function, an organization agrees to abide by the policies governing student conduct.
- B. Any individual student and any student group or organization that violates any of the provisions in the Social Event Planning Guidelines, or policies governing student conduct, shall be subject to all of the disciplinary provisions of the Code of Student**

**Conduct and, depending on the violation, may also be personally subject to separate criminal and/or civil liability.**

- C. In addition to any disciplinary action by the University pursuant to the Student Handbook and/or the Code of Student Conduct, student groups or organizations which are member organizations of either local or national groups governed by national organizations shall also be subject to disciplinary action by those local or national councils or groups for a violation of the Student handbook and or the Code of Student Conduct.
- D. The following acts or omissions by a recognized student group or organization shall constitute a violation of the Code of Student Conduct.
- (1) Level I Violations:
    - a) Failure to comply with the guidelines set forth in the Student Handbook and/or the Social Event Planning Guidelines regulating outdoor social events.
    - b) Failure to provide and make available to members/guests during the duration of a social event appropriate non-alcoholic (alternative) beverages and food.
    - c) Failure or refusal to comply with noise limitations set forth in the Student Handbook and/or the Social Event Planning Guidelines.
    - d) Failure to end or conclude social events at the time required by the Student Handbook and/or the Social Event Planning Guidelines.
    - e)
  - (2) Level II Violations:
    - a) Failure to adopt and/or implement a plan or method to identify, such as by stamp or other appropriate device, each member/guest at the social event who is twenty-one (21) years of age or older.
    - b) Failure to pay a fine imposed by the Office of Student Judicial Affairs or other recognized judicial body within the time period specified in the Student Handbook.
    - c) Sponsoring or hosting a social event with an expired or invalid permit.
  - (3) Level III Violations:
    - a) Failure to provide and make available during the duration of a social event transportation by taxicab, designated driver, duty driver, or other similar means for members/guests who are visibly intoxicated or who request transportation.
    - b) Failure to register in accordance with the provisions in the Student Handbook and/or the Social Event Planning Guidelines a social event at which alcohol will be consumed.
    - c) Sponsoring or hosting a social event while a student group or organizations permit is suspended or revoked.
    - d) Allowing or permitting at a social event the possession or presence of a common source shall result in social probation for a minimum of 1 semester.
    - e) Failure to comply with the BYOB/third-party vendor rule for social events at which alcoholic beverages will be present.  
Failure to comply with the fire code capacity limitation applicable to the site of the social event.
  - (4) Sanctions/Penalties for Violations of Swap Requirements  
If it is found that a violation of the swap requirements occurred, the participating organizations will each be assessed a \$1,000.00 fine and have their Alcohol Beverage Permits revoked for one full Academic Calendar Year from the time the violation is found (*e.g.*, violation found on September 23, 2013, then organizational permits will be revoked until September 22, 2014).
  - (5) Sanctions/Penalties for Violation of Prohibition on Structures, Inflatables, and Amusement Devices

If it is found that a violation of the provisions on structures, inflatables, and amusement devices occurred, the organization in violation will be assessed a \$1,000.00 fine and have its Alcohol Beverage Permits revoked for one full Academic Calendar Year from the time the violation is found (*e.g.*, violation found on September 23, 2013, then organizational permits will be revoked until September 22, 2014).

(6) Sanctions/ Penalties for Violations of the Social /Alcohol Policy

In all cases where it is shown that a student group or organization has committed two (2) or more violations listed in the same level classification as described in this policy during a single social event, then the following fines shall be imposed for each violation:

- a) Two or more Level I Violations, a fine of not less than \$75.00 but not exceeding \$150.00.
- b) Two or more Level II Violations, a fine of not less than \$175.00 but not exceeding \$300.00.
- c) Two or more Level III Violations, a fine of not less than \$325.00 but not exceeding \$500.00.
- d) Any fine imposed against a student group or organization shall be paid to the Office of Student Judicial Affairs within three (3) university working days after the deadline to file an appeal has expired or after the entire appeal process is exhausted, whichever occurs first.
- e) In addition to the fines provided for in this policy, a student group's Alcohol Beverage Permit may be suspended or revoked for a period not exceeding one (1) year when the student group is found to have committed the following violations :
  - a. Two or more Level III Violations during a single social event.
  - b. Five or more Level I Violations within a twelve 12-month period.
  - c. Three or more Level II violations within a twelve (12) month period.
  - d. Three or more Level III Violations within a twelve (12) month period.
- f) For the period of time that a student group's or organization's Alcohol Beverage Permit is revoked, the student group or organization shall be ineligible to apply for or receive another permit.

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## VI. Levels of Appeal

- A. For cases involving a violation of the requirements set forth in section IV of this Policy, the initial appeal is directed to the Appellate Board.
- B. The decision of the Appellate Board may be further appealed to the Senior Associate Vice President for Student Affairs.
- C. The notice of intent to appeal, and the appeal, must be filed in the Office of Student Judicial Affairs in accordance with the procedure outlined in the Code of Student Conduct.

**University of Alabama  
Dean of Students Office  
Social Event Planning Checklist**

Organization: \_\_\_\_\_

*This form, along with a post-event guest list, must be completed, signed and submitted to the Dean of Students Office no less than 72 hours after the conclusion of any social event sponsored on the University of Alabama Campus. In the space beside each item, the event chair should initial to indicate compliance with that policy. Failure to follow the steps outlined in this checklist, or falsification of this or any other University document, could result in disciplinary action against the organization and/or the student(s) responsible for completing the form.*

**Before the Event**

- \_\_\_\_\_ 1. Submit the following to the Office of the Dean of Students
  - A. Social Event Registration Form
  - B. Guest List
  - C. Names of Risk Management Committee (at least 5 actives) responsible at the event
- \_\_\_\_\_ 2. Schedule health and safety inspection (348-5905)
- \_\_\_\_\_ 3. Purchase an alcohol permit (these can be purchased annually or on a per-event basis)
- \_\_\_\_\_ 4. Obtain wrist bands, stamp or other means of identifying guests over the age of 21
- \_\_\_\_\_ 5. Identify and retain means of transportation for intoxicated guests
- \_\_\_\_\_ 6. Purchase non-alcoholic beverage alternatives and food for the event
- \_\_\_\_\_ 7. Contact and schedule event security with a security company properly licensed with the Alabama Security Regulatory Board and registered with University Greek Affairs.
- \_\_\_\_\_ 8. Obtain and display Social Registration Permit at entrance(s) to event throughout the duration of the event

**During the Event**

- \_\_\_\_\_ 1. Secure all entrances and place security guards at entrance(s) with guest list
- \_\_\_\_\_ 2. Ensure that security guards are checking identifications against the guest list, are identifying guests over the age of 21, and that all individuals not on the guest list sign into the event
- \_\_\_\_\_ 3. Begin/End music at appropriate times as displayed on Social Registration Permit
- \_\_\_\_\_ 4. Remove any common sources of alcohol and ensure that all other alcohol brought to the event by individuals is secured and not accessible to the other guests
- \_\_\_\_\_ 5. Risk management committee works in collaboration with hired security to identify any individuals that cause disturbances, are too intoxicated, or must be removed from the event
- \_\_\_\_\_ 6. Inform intoxicated individuals of transportation options

**After the Event**

- \_\_\_\_\_ 1. Collect all post-event guest lists and submit, along with this completed form, to the Office of the Dean of Students by no later than 72 hours after the event
- \_\_\_\_\_ 2. All front yard remnants/decorations of social events must be removed from the property immediately following the event, and must be completely removed by 10:00 a.m. the morning following the event. Backyard remnants/decorations must be removed no later than 48 hours following the event. This includes removal of all materials involved in party decoration construction (i.e. sand, lumber, flags, etc.).

*By affixing my signature to this checklist, I affirm that all measures listed above were followed and that the event was in compliance with all University social event and risk management policies and acknowledge that failure to follow these steps or falsification of this or other University documents could result in disciplinary action against me and/or my organization*

\_\_\_\_\_   
Chapter President

\_\_\_\_\_   
Date

\_\_\_\_\_   
Event/Social Chairman

\_\_\_\_\_   
Date

The University of Alabama  
Student Affairs  
**ALCOHOL BEVERAGE PERMIT**  
Application and Agreement

Date: \_\_\_\_\_

Type of Permit: \_\_\_\_\_ annual \_\_\_\_\_ single event

Applicant's Name: \_\_\_\_\_

Designated Location: \_\_\_\_\_

(Describe the site or facility. **If Single Event**, describe the social event and provide date.)

\*\*\*\*\*

I, the undersigned, a duly authorized representative or officer of the Applicant, for and on behalf of the Applicant hereby apply for the Permit described above. By signing this Permit Agreement and for the period of time for which the Permit is issued, the Applicant agrees:

1. To abide by and comply with all provisions set forth in the Social Event Alcohol Policy.
2. To abide by and comply with all state and local laws applicable to a social event at which alcoholic beverages are present and consumed. Examples of violations of the law include but are not limited to:
  - Serving minors
  - Serving intoxicated students
  - Providing a common source of alcohol
3. To permit any State of Alabama Beverage Control Board official and any University of Alabama representative to inspect the area of premises that is being used for the social event.
4. Not to offer either as an association or organization with any person, group, or organization anything of value as a premium or consideration to have alcoholic beverages served or available at a social event.
5. Not to advertise or give public notice of the use, availability, or consumption of alcoholic beverages at an upcoming social event.
6. Our organization has been trained on Social Event Planning Guidelines, policies pertaining to the use of alcoholic beverages at social functions and applicable laws and ordinances.
7. Briefly explain date and description of training provided to your organization:

\_\_\_\_\_  
\_\_\_\_\_

The Applicant understands a violation of the conditions is set forth in this Permit Application and Agreement may subject the Applicant to disciplinary action in accordance with the Code of Student Conduct published in the Student Affairs Handbook and could result in sanctions, including, but not limited to, imposition of fines and suspensions or revocation of the Applicant's permit.

Applicant acknowledges that the Permit is not a license to offer for sale or to sell or distribute alcoholic beverages. The Permit issued by Dean of Students Office, 230 Ferguson Center serves only as permission from the University of Alabama for a student organization to have alcoholic beverages present at an on-campus social event, subject to rules and conditions noted in Social Event Planning Guidelines and otherwise consistent with University policies.

The undersigned acknowledges receipt of a copy of the Social Event Alcoholic Policy and alcohol related laws and will comply with these rules, laws, and regulations.

\_\_\_\_\_  
Signature of Applicant's Representative or Officer

\_\_\_\_\_  
Address, City, State and Zip/ Phone

\_\_\_\_\_  
Signature of Faculty Advisor      Phone

\_\_\_\_\_  
Signature of Chapter Advisor      Phone

Date Received \_\_\_\_\_ Date Paid \_\_\_\_\_ Amount \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Reason \_\_\_\_\_ Signature \_\_\_\_\_

**The University of Alabama**

**ALCOHOL BEVERAGE**

**Single Event Permit Number:**

**Date of the Event:**

---

**Name of Organization**

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**Location of Event(s)**

This permit has been issued under the provisions specified by **The University of Alabama Office of the Dean of Students** to the above named organization and is valid only for the period indicated, unless earlier revoked or suspended. By applying for and accepting this permit, the above named organization agrees to adhere to all applicable University policies regulating social functions and the presence of alcohol at an on-campus function.

This permit is not a license to offer for sale or to sell or distribute alcoholic beverages. The permit issued by the Office of the Dean of Students serves only as permission from The University of Alabama for a student group or organization to have alcoholic beverages at an on-campus social event.

**THIS PERMIT IS NON-TRANSFERABLE AND IS VALID ONLY FOR THE TIME PERIOD INDICATED**

Date Issued: \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized DOS Representative

The University of Alabama  
**ALCOHOL BEVERAGE**

**Annual Event Permit Number:**

**Valid August 1, 2012 through July 31, 2013**

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**Name of Organization**

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**Location of Event(s)**

This permit has been issued under the provisions specified by **The University of Alabama Office of the Dean of Students** to the above named organization and is valid only for the period indicated, unless earlier revoked or suspended. By applying for and accepting this permit, the above named organization agrees to adhere to all applicable University policies regulating social functions and the presence of alcohol at an on-campus function.

This permit is not a license to offer for sale or to sell or distribute alcoholic beverages. The permit is issued by the Office of the Dean of Students serves only as permission from the University of Alabama for a student group or organization to have alcoholic beverages at an on-campus social event.

**THIS PERMIT IS NON-TRANSFERABLE AND IS VALID ONLY FOR THE TIME PERIOD INDICATED**

Date Issued: \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized DOS Representative



# OFFICE OF THE DEAN OF STUDENTS UNIVERSITY OF ALABAMA SOCIAL EVENT REGISTRATION FORM

**Security:** Organizations registering social events must hire a Security Company licensed with the Alabama Security Regulatory Board (ASRB) to work their events. The company must provide ASRB-certified Security Officers to work the event. Groups must have at least one Security Officer stationed at each entrance/exit with at least two Security Officers stationed at the main entrance/exit for the duration of the event. In addition to the Security Officers monitoring the entrances/exits, groups should have two additional officers to patrol the event for every 100 event participants expected to attend (e.g., if 350 participants are expected, seven additional officers are required to patrol the event in addition to the officers monitoring each entrance/exit). Any Security Company retained to work social events must be registered with the University.

**Purpose:** This form is used to register on-campus events. Social events include parties, swaps, band parties, formals, receptions, theme parties and social activities in Greek houses. Some events may also require submission of Campus Ground Use/Amplification Equipment request form.

**Registering:** Organizations registering on-campus events must submit this completed form, additional forms (if necessary) and all applicable fees to the Office of the Dean of Students 7 days prior to the event. Submission of this form does not imply registration has been accepted. All registrations will be processed and the event chairperson will receive a copy of this form upon request. Failure to follow social event registration procedures may result in the loss of an organization's social privileges. See the Party Smarty Book for the complete policy.

**Notes:** Events where alcohol is present, require \$135 registration fee made payable to *The University of Alabama* at the time the function is registered. Late fees may apply if not registered in accordance with the Party Smart Guidelines.

Name of Organization(s)	Type of Event	Place of Event
Date of Event	Time from _____AM/PM to _____AM/PM	
Day of Event	Inside r or Outsider Openr    Closedr	
Facility Reservation Confirmed	YesrNo rN/Ar	Recruitment Event? Yes rNo r
Will an admission fee be charged?	YesrNor	Will alcohol be present? Yesr Nor Minors Present? YesrNor
If yes, how much? \$ _____	Alcohol Permit: SinglerAnnualr N/Ar	
If Band or DJ will be present, name of the Band/DJ & Booking Agent:		

**Hosting Organization is responsible for checking social media sites to confirm the band/DJ or booking agent have not promoted the event to the public.**

**Security** – Groups registering social events must comply with the University’s Event Planning Guidelines. With respect to this event, please provide the following information:

Number of Guests/Members Expected to Attend the Event: \_\_\_\_\_

Maximum Fire Code Occupancy for Place of Event: \_\_\_\_\_

Number of Entrances/Exits to the Event: \_\_\_\_\_

Name of Security Company: \_\_\_\_\_

Number of Security Officers working the event: \_\_\_\_\_

Cell Phone/Contact Information of Security Company: \_\_\_\_\_

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**\*\*IF THE EVENT IS CLOSED, DESCRIBE METHOD OF LIMITING ACCESS TO THE EVENT AND OF IDENTIFYING GUESTS/MEMBERS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Complete the following items if alcoholic beverages will be present:**

The organization plans to use the following method of identifying members/guests who are the legal drinking age: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SPONSOR INFORMATION

## CO-SPONSOR INFORMATION

Organization Name \_\_\_\_\_

Organization name \_\_\_\_\_

President Name \_\_\_\_\_ Phone \_\_\_\_\_  
E-Mail Address \_\_\_\_\_

President Name \_\_\_\_\_ Phone \_\_\_\_\_  
E-Mail Address \_\_\_\_\_

Vice-President Name \_\_\_\_\_ Phone \_\_\_\_\_  
E-mail Address \_\_\_\_\_

Vice-President Name \_\_\_\_\_ Phone \_\_\_\_\_  
E-mail Address \_\_\_\_\_

Event Chairperson Name \_\_\_\_\_ Phone \_\_\_\_\_  
E-Mail Address \_\_\_\_\_

Event Chairperson Name \_\_\_\_\_ Phone \_\_\_\_\_  
E-Mail Address \_\_\_\_\_

\*\*\*\*\*

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_  
Phone \_\_\_\_\_

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_  
Phone \_\_\_\_\_

Faculty Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_  
Phone \_\_\_\_\_

Faculty Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_  
Phone \_\_\_\_\_

President Signature \_\_\_\_\_ Date \_\_\_\_\_

President Signature \_\_\_\_\_ Date \_\_\_\_\_

I hereby certify that, as the event chairperson for this organization, I am at least 21 years of age (for functions with alcohol). I understand that I am responsible for coordinating and overseeing this event. I hereby agree that I will be present for the duration of the event. I will be available to meet with any University official to review the procedures that are to be followed for registered social functions. Also by signing below, I agree that I have read, understand, and will comply with the Social Event Planning Guidelines and General Terms and Conditions: University Ground Use Permits & Student Affairs Registered Events found at [www.greekaffairs.ua.edu](http://www.greekaffairs.ua.edu). I also confirm that I have read and understand this form and that the information set forth herein is true and correct. **(\*Including false or misleading information in this form is a violation of the Code of Student Conduct).**

\_\_\_\_\_

Event Chairperson Signature \_\_\_\_\_ Event Chairperson Signature \_\_\_\_\_

Do not write below this line

Registration Accepted/Rejected _____ Reason _____	Date Received _____
_____	BMI/ASCAP _____
For the Office of the Dean of Students _____	Permit Number _____
Date _____	Security Pmt. Received _____

## **State and Local Alcohol Laws**

It is against the law for any establishment licensed by the Alcoholic Beverage Control Board to allow the possession or consumption of alcoholic beverages by or to permit any such minor to drink, consume, or possess any alcoholic beverages on its premises.

(For the legal definition see: Sec 3-34, Ord. No. 2768, 3, § 3-10-87)

### **Alabama Open House Party Act**

Any adult who sanctioned an open house party, defined as a social gathering at a residence, and who is in attendance at the party, will be guilty of a Class B misdemeanor if he/she allows the gathering to continue if alcoholic beverages or controlled substances are illegally possessed or consumed at the residence by a person under the age of twenty-one. The offense is committed if the adult knows of this fact and fails to either eject the minor from the residence or request law enforcement officials to eject the minor from the residence.

(For the legal definition see: ALA. CODE § 13A-11-10.1)

### **Alabama Dram Shop Act**

A person may be liable to an injured third party for civil monetary damages if that person sell or gives alcohol to a person under the age of twenty-one, causing that minor to become intoxicated, and the third party is injured because of that minor's intoxication.

(For the legal definition see: ALA. CODE § 6-5-71)

### **Alabama Civil Damages Act**

A person may be liable to a parent or guardian of a minor if that person unlawfully sells or furnishes spirituous liquors to their minor child. To be liable, there must be evidence that you had knowledge of or was chargeable with notice of the fact that the child was under twenty-one years of age.

(For the legal definition see: ALA. CODE § 6-5-70)

## STRUCTURE CERTIFICATION FORM

Student Organization:

Type of Structure:    Temporary Stage         Tiki huts         Bar Tables

Scheduled Date of Registered Social Event:

Structure Installed/Constructed By (identify the dealer or licensed/insured contractor):

Contact Information for Dealer/Contractor (phone/e-mail):

Location of the Structure:

- Please provide clear, color photographs of the structure.
- Please provide a copy of the dealer’s license and proof of insurance if structure was installed. If structure has been constructed, please provide a copy of the contractor’s license and proof of insurance.
- The structure must be fully assembled two (2) days before the date the Registered Social Event is to take place.
- This Structure Certification Form must be submitted to the University’s Office of Risk Management and Office of Greek Affairs two (2) days before the date the Registered Social Event is to take place.

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President Name _____	Phone _____
E-Mail Address _____	

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Vice-President Name _____	Phone _____
E-mail Address _____	

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Event Chairperson Name _____	Phone _____
E-Mail Address _____	

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Advisor Signature _____	Date _____
Phone _____	

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President Signature _____	Date _____
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