

## Declaration of Event with Risk Management

Events with Risk Management can range from a single event to a co-sponsored event. If an event other than a chapter meeting is scheduled, please review the content of the event to see if there is a possible liability issue or it could involve risk. **The Declaration of Event with Risk Management Form (page 1 and 2) must be submitted to the FSL Office Assistant Director for Fraternity and Sorority Life 48 hours prior to the event.** Failure to submit this form within the appropriate time frame will be subject to cancellation of your reservation, event, or a possible standards hearing.

**Examples of events are, but not limited to for this form to be completed:**

- Flag football, carnivals, traveling more than 15 miles away from the university, all social events, large scale attendance events, bonfires, and large cook outs.

**Name of Your Organization:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_ **Time of Event:** \_\_\_\_\_ **Location of Event:** \_\_\_\_\_

**Event Description:** \_\_\_\_\_

**Could this event cause an injury or is it a sports activity, involve traveling, an overnight trip, or any other risk type event?**

No  Not Applicable  Yes  if yes, complete **Event Monitor** section below and page two in full

**Address of event here:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

### CO-SPONSOR INFORMATION:

Is there a co-sponsor? Yes  No  Not Applicable

**Organization Name(s):** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Does the co-sponsoring organization/establishment have insurance coverage? Yes  No  Not Applicable

**BYOB EVENT?** Yes  **Explain Method of Underage Designation:** \_\_\_\_\_

**Licensed Bartender Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Alcohol Drop Off: Time:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Alcohol Pick Up: Time:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**THIRD PARTY EVENT?** Yes  **Explain Method of Underage Designation:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Contact Phone Number:** \_\_\_\_\_

**Contact E-Mail:** \_\_\_\_\_ **3rd Party Vendor Contract Attached:** Yes

**Proof of liquor license attached?** Yes  **Proof of liability coverage attached?** Yes

Is the TPV insured with a minimum of one million dollars of general liability through their certificate of insurance?

Yes  No  Explanation of amount they have: \_\_\_\_\_

### PLEASE ANSWER THE FOLLOWING INFORMATION:

If answered "yes," please **include the proper documentation when submitting this checklist.** Please note all insurance documents from vendors need to be provided upon submission. **Contracts must be approved by the FSL Office.**

**Have any written contracts or agreements been signed for any part of the special event?** Yes  No  Not Applicable

**You may need a certificate of insurance from the following vendor(s):**

**Venue:** Yes  No  Not Applicable

**Catering:** Yes  No  Not Applicable

**DJ/Band/Entertainment:** Yes  No  Not Applicable

**Security:** Yes  No  Not Applicable

**Transportation or Saferide Home Arrangements:** Yes  No  Not Applicable

**Other:** Yes  No  Not Applicable

**Name(s) of Saferide/Company or Sober Drivers:** \_\_\_\_\_

### EVENT MONITORS Names and Phone Numbers (2 monitors per 25 people):

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

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



# SPECIAL EVENT GUIDELINES

## ALCOHOL

The possession, use, and consumption of alcohol during events sponsored, endorsed, hosted, or observed by Fraternity must follow all applicable laws of the state, province/region, county, city, town, institution, or other controlling entity and must be facilitated through a Third-Party Vendor (TPV) system or advertised as Bring Your Own Beverage (BYOB).

## THIRD-PARTY VENDOR GUIDELINES

The Chapter and/or Third-Party Vendor (TPV) must agree to, in writing, all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:

- Checking ID cards upon entry
- Not serving minors
- Not serving individuals who appear to be intoxicated
- Maintaining control of all alcoholic containers present
- Prohibiting use of common containers for serving such as kegs, punch bowls, pitchers
- Guest lists must be provided to the third party vendor contracted
- Only one alcoholic beverage may be acquired at a time
- All alcoholic service/purchases must stop 45 minutes prior to the event ending
- The event cannot be a comingled event with regular patrons. Either a separate room with a bar and/or the establishment must close down for a private event.

## GENERAL ALCOHOL GUIDELINES

- If the event is listed as "Bring Your Own Beverage (BYOB)," individual alcohol must be limited to no more than six (6) standard drinks (consisting of beer, hard cider, wine, etc.) for each person.
  - A punch card system or documentation system for amount of drinks served must be used
  - Wrist bands must be provided to identify those of the legal drinking age
- Nonuse of Chapter treasury for the purchase and distribution of alcohol.
- Not participating in "drinking games" or other activities that encourage excessive consumption of alcohol.
- Not serving alcohol at informational seminars, recruitment events, and ritual ceremonies.
- Event monitors must not be under the influence of alcohol or other substances while fulfilling the role of monitor at the hosted event.
- Possession, sale, distribution, and/or use of any illegal or prescription drugs not directly prescribed to the user at any Chapter event, co-sponsored event, or event an observer would associate with the chapter is strictly prohibited.
- Alcohol should be poured into plastic cups for consumption.
- Guest lists must be provided to those checking the guest list at one main entrance
- A member or guest cannot leave and reenter an event.
- If a theme is used it must be done within the utmost taste and done using common sense when selected.
- A centralized place must be established for alcohol distribution that is secured and may only be entered into by the bartender or distributor.
- Only one alcoholic beverage may be acquired at a time
- All alcoholic service/purchases must stop 45 minutes prior to the event ending

# SPECIAL EVENT ITEMS TO CONSIDER

When planning your event, please keep in mind the following measures for risk and injury prevention you do not need to include this in your packet when submitting:

- Are tickets required? If so you must use student box office in lane center?
- Is food being served on campus? You must use the University Catering Company.
- Is food being cooked by you and sold? If so the health department must be notified and you must be inspected.
- Did you complete a room set up meeting with the Assistant Director for Event Services?
- Is possession of weapons being checked at the door? Is there a policy on confiscating keys from intoxicated guests?
- Are your bartenders TIPS certified?
- Are security personnel trained on identifying controlled dangerous substances?
- Is security trained on preventing disorderly conduct, sexual abuse, harassment, crowd management?
- Has the event facility been inspected to ensure that it complies with applicable federal, state, and local safety and fire codes?
- Are guests informed of emergency evacuation routes?
- Is there one well-lit entrance that is controlled and monitored?
- If you ahe contracts did you go through the designated contract reviewer for approval prior to signing?
- Did you notify the fire department for a bonfire?
- Did you notify the local police department for the event if it includes a large crowd, fire, alcohol, or loud music?
- Have you notified your neighbors of the event?
- Did you include certificates of insurance from the participating vendors?
- Collect Participation Waivers from attendees (if applicable)?
- Include copy of flier/promotional materials for requested event?
- Required signatures from chapter officers, national or regional officers, university officials?
- Did you make an announcement to advise your attendees of all evacuation locations?
- Does this event involve children and do you have co-ed members to chaperone and a university advisor or regional or national advisor present?

## SECURITY

Has your vendor(s) provided a certificate of insurance? Yes  No  Not Applicable

What type of security is being used? Public Police  Private Police  Security Team

## TRANSPORATION

Whenever chapters or members are transporting special event attendees (performers are a great example), personal vehicles should not be used as they are not covered. Chapters should be encouraged to engage a licensed third-party transportation vendor who will provide professional drivers. The transportation company assumes liability during the ride and removes the responsibility from the chapter. If a third-party transportation vendor is obtained, a certificate of insurance must be provided and submitted with the declaration of Risk Management form.

Transportation (taxi, Safe Rides, Sober Rides, etc.) outside of personal vehicle and/or third-party transportation vendor should be available for attendees.

State vehicle usage states that any and all damage may be charged back to the chapter.

You are responsible for all fines, tickets or violations when driving a state vehicle.

When traveling outside of a two mile radius, for a chapter event, an email should be submitted for less than 3 members attending otherwise this form should be completed for all other travel (examples of formal, retreat, conference of more than 3 members)