

## **Vanderbilt University**

### **Greek Community Event Management and Alcohol Policy**

In planning and implementing events on and off campus, all Greek organizations and the members and guests of these organizations are required to follow the regulations contained in this policy as well as in any other applicable University policies. In order to promote responsible citizenship, all individuals and organizations must also abide by all federal, state, county, and city laws and any relevant Greek (inter)national organization alcohol/risk management policies. Student organizations and their officers are subject to corrective action through the University's student accountability process if there are violations of the underage drinking law or University policies and regulations at their events.

#### **Definitions**

- A. "Guest" includes an individual that is not a member of the host organization.
- B. "Member" includes those individuals who are considered actives, new members, pledges or associates in accordance with the organization's constitution or by-laws.
- C. An "event" shall be defined as (i) any large-scale activity that is planned, sponsored, hosted, promoted or funded by an organization and guests are in attendance or (ii) any activity where the number of people in attendance from any given organization would lead a reasonable person to believe it was a function of that organization and guests are in attendance.
  - a. Promotion includes, but is not limited to, utilizing any form of social media, print materials, or deliberate campaigning to advertise or market an event or to invite or otherwise encourage members and guests to attend an event.
  - b. Funding includes, but is not limited to, payments made from organization dues, an organization bank account, a collection of funds from organization members, or an individual member.
  - c. This definition excludes organization meetings, Executive Board or officer meetings, meetings with adviser(s), philanthropy or community service events, brotherhood or sisterhood events, members only event with one or more organizations, and other small meetings of members for conducting the business and operations of the organization.

#### **General Alcohol and Other Drug Policies**

All policies outlined in the [Alcohol and Other Drugs Chapter](#) of the [Vanderbilt Student Handbook](#) apply to all Greek organizations and the members and guests of these organizations. Outlined below are additional regulations that apply to Greek organizations and the members and guests of these organizations:

- The presence of alcohol at any pledge/associate member/novice program, activity, or ritual of an organization, is prohibited.
- The exchange of alcohol as a gift is prohibited (i.e. Big Brother/Sister to Little Brother/Sister or vice versa).
- The presence of alcohol at philanthropic events, whether provided by the organization hosting the philanthropy, or the members of participating organizations, is prohibited.

- No first-year students are permitted to attend events hosted by Greek organizations where alcohol is present until four (4) weeks after the beginning of the fall semester, which will be deemed to begin on the official move-in day for first-year students.

### **On Campus Event Management Policies for Events with Alcohol**

Greek organizations hosting events on campus at which alcohol will be present must register the event in Anchor Link with the Office of Greek Life two and a half weeks prior to the event (the Wednesday two weeks prior to a weekend event). A guest list for the event, including the designated Party Patrol members, must be provided with registration. In addition to the policies found in the [Vanderbilt Student Handbook](#), specifically [Event Policies for Undergraduate Students and Organizations](#), the following event management policies apply:

- Open parties or functions without guest lists for all guests and members in attendance are prohibited. In order to be admitted to an on-campus event, attendees must present their Vanderbilt ID for verification and swipe their own cards with the Anchor Link scanners. Party Patrol members (see below) must verify that attendees are on the guest list and record the times of each attendee's arrival in 15-minute increments. Any guests that are not Vanderbilt students must show an official form of identification to the Party Patrol and their name must be recorded alongside the Vanderbilt student that has brought them to the party.
- The number of members and guests in attendance at the event must not exceed the capacity limits of the designated space. For Interfraternity Council (IFC) chapters, attendance at events with alcohol is limited to a 3:1 maximum guest-to-member ratio in accordance with the North American Interfraternity Conference (NIC) Alcohol & Drug Guidelines.
- A third-party security staff member must check official forms of identification and distribute wristbands to those attendees that are of legal drinking age.
- Each event must have a Party Patrol consisting of at least six (6) sober monitors. Patrol members must be sober upon their arrival at the event and may not consume alcohol throughout the duration of the event. Party Patrol is responsible for ensuring the event, organization, and attendees are in compliance with all University and inter(national) organization policies. The Office of Greek Life may adjust the number of required sober monitors serving on Party Patrol based on the size of the event and the space in which the event is held.
  - Party Patrol must be comprised of active, initiated members of the organization hosting the event unless otherwise approved by the Office of Greek Life. If current new members that have yet to be initiated into the organization are serving on Party Patrol, the new members may not exceed 50% of the total number of members on Party Patrol.
  - Two (2) Party Patrol members must be stationed at the door; two (2) Party Patrol members must roam the event and monitor the common areas, including the hallway leading to resident rooms; and two (2) Party Patrol members must assist the third-party bartenders in managing the bar area.
  - IFC Party Patrol will also conduct rounds during all events hosted by IFC organizations. IFC Party Patrol must consist of two (2) IFC Executive Board members and two (2) fraternity presidents. IFC Party Patrol will complete a written form after conducting rounds to submit to the Office of Greek Life.

- For Friday and Saturday night events, Party Patrol must attend a Vanderbilt University Police Department (VUPD) meeting 30 minutes prior to the start of the event and remain on duty until the event has come to its conclusion and trash outside has been picked up.
- There must only be one entrance to an event. All attendees, including organization members and guests, must go through the designated entrance to be signed into the event.
- Food and nonalcoholic beverages, including bottled water, must always be readily available to attendees during the duration of the event.
- All events where alcohol is present should have signage reminding attendees that identification will be checked and only attendees over 21 years of age are permitted to consume alcohol.
- Open containers of alcoholic beverages should not be permitted to leave the event.
- Alcohol distribution/consumption must cease by all attendees and music must be shut down by midnight on Sunday –Thursday; 2 a.m. on Friday and Saturday.
- All events hosted in Greek facilities and in the Community Event Space must be hosted on a “bring-your-own” or B.Y.O.B. basis, in accordance with the [Event Policies for Undergraduate Students and Organizations](#) section of the [Vanderbilt Student Handbook](#) (with the exception of pre-football game tailgates as described below). The bar wristband system must be used for all events hosted on a B.Y.O.B basis:
  - Upon arrival at an event, all alcohol must be checked at the bar, with a third-party bartender, in exchange for a bar wristband provided by the third-party bartender. Party Patrol members and third-party bartenders will maintain a numbered list (in accordance with each wristband) of all attendees who have checked in alcohol at the event. All alcohol will be tracked as it is received and distributed.
  - In order to obtain alcohol, all attendees checking out alcohol must have the bar wristband, in addition to the 21+ wristbands distributed at the door by the third-party security officer.
  - The third-party bartenders will operate at all times in accordance with their contractual obligations, company policies, and applicable laws and regulations, which includes declining to serve those who are already intoxicated.
  - If an individual has checked in alcohol at the bar with the third party bartender, if can only be checked back out for departure from the party 15 minutes prior to the conclusion of the event. Alcohol left at the bar at the conclusion of the party must be discarded.

### **Tailgates at Greek Facilities**

During events that are approved as pre-football game tailgates by the Office of Greek Life, all of the event management policies listed above apply, with the exception of the requirement of third party bartenders. Event attendees over the legal drinking age who bring their own alcohol in accordance with the B.Y.O.B. policies (found in this policy and in the [Event Policies for Undergraduate Students and Organizations](#) section of the [Vanderbilt Student Handbook](#)) must keep the alcohol on their person during the entire event and may not distribute alcohol to others. Pre-football game tailgates may only occur from 4.5 hours prior to the start of a game and must end 30 minutes before kickoff.

## **Off Campus Event Management Policies for Events with Alcohol**

All organizations that host events with alcohol off campus must utilize a third-party vendor and are subject to any applicable General Alcohol and Other Drug Policies above and the policies outlined in the [Alcohol and Other Drugs Chapter](#) of the [Vanderbilt Student Handbook](#). Organizations hosting events with alcohol off campus must notify the Office of Greek Life about the event by the Wednesday prior to the week of the event (10 days). Additionally, the following event management policies apply:

- Third-party (and, where applicable, licensed) vendors must be engaged for all services (i.e., security, identification checks, distribution of alcohol, etc.). Organizations are prohibited from purchasing alcohol. Any alcohol present at the event must be sold to individuals over the legal drinking age by the third-party vendor.
- The organization's leadership (ex. President and/or Social Chair) should communicate all expectations set forth by relevant University policies and their (inter)national risk management policy with the vendor in advance of the function, including but not limited to:
  - Checking identification cards upon entry.
  - Only organization members and their guests shall be granted entry into the event.
  - Not serving alcohol to persons under the legal drinking age.
  - Not serving alcohol to individuals who appear to be intoxicated.
  - Maintaining absolute control of all alcoholic containers present.
  - Collecting all remaining alcohol at the end of the event (no excess alcohol – opened or unopened – is to be given, sold, or furnished to the organization or its members).
- The organization's leadership should ensure that obviously intoxicated or disorderly attendees are not granted entrance to the event. Appropriate measures to ensure the attendee's safety must be taken.
- Sober monitors must be stationed throughout the event to ensure event management procedures are followed. The number of monitors is to be determined based on the size of the event and the space in which the event is held.

## **On Campus Event Management for Events without Alcohol**

Greek organizations hosting social events on campus must register the event in Anchor Link with the Office of Greek Life two and a half weeks prior to the event (the Wednesday two weeks prior to a weekend event). For events in the Student Life Center, an organization must also reserve the space in [Virtual EMS](#) at least three weeks in advance of the event date. Additionally, the following event management policies apply:

- The presence of alcohol, whether provided by the residents, chapter(s)/organization(s) hosting the social event, the members of participating organizations, or guests is prohibited.
- In order to be admitted to an on-campus event, Vanderbilt student attendees must present their Vanderbilt ID for verification and swipe their own cards with the Anchor Link scanners.
- Each event must have a Party Patrol consisting of at least four (4) event monitors. The event monitors must be sober upon their arrival at the event and may not consume alcohol throughout the duration of the event. The event monitors are responsible for ensuring the event, organization, and attendees are in compliance with all University and

inter(national) organization policies. The Office of Greek Life may adjust the number of required event monitors based on the size of the event and the space in which the event is held.

- Party Patrol must be comprised of active, initiated members of the organization hosting the event unless otherwise approved by the Office of Greek Life.
- If the event is hosted at a Greek facility or the Community Event Space, two (2) Party Patrol members must be stationed at the door and two (2) Party Patrol members must roam the event and monitor the common areas, including the hallway leading to resident rooms.
- If the event is hosted at a Greek facility or the Community Event Space, for Friday and Saturday night events, Party Patrol must attend a Vanderbilt University Police Department (VUPD) meeting 30 minutes prior to the start of the event and remain on duty until the event has come to its conclusion and the gathering has been cleaned up.
- The number of members and guests in attendance at the event must not exceed the capacity limits of the designated space.
- Third-party security staff member(s) must be present to assist with guest check-in and crowd control. The number of third-party security staff members in attendance at an event must be determined by the size and scope of the event.
- There must only be one entrance to an event. All attendees, including organization members and guests, must go through the designated entrance to be signed into the event.
- Music must be shut down by midnight on Sunday –Thursday; 2 a.m. on Friday and Saturday.