

Office of Sorority & Fraternity Life

Event Registration Procedure

I. Purpose

The Office of Sorority & Fraternity Life (OSFL) believes the registration of events by sororities and fraternities will promote the health, safety, and wellbeing of all members of our campus community. In planning and implementing events on and off campus, all sororities and fraternities are required to follow this Event Registration Procedure, as well as any other applicable OSFL and University policies, including the University's Alcohol Policy. In order to promote responsible citizenship, all individuals and organizations must also abide by all federal, state, county, and city laws and any relevant inter/national organization alcohol/risk management policies.

II. Applicability

The Event Registration Procedure will apply to all sororities and fraternities registered with OSFL.

III. Event Registration Procedures

Organizations are required to register all events with the exception of chapter executive board meetings, religious observances, and meals with no additional programming.

An organization event shall be defined as any event consisting of prospective, new, active, recently active, and alumni members (or some combination thereof) that a reasonable observer would associate with the organization, was sponsored, financed, or endorsed by the organization, or required advanced planning on behalf of the organization.

Event registration forms must be submitted through VolLink. For event registration purposes, events have two categories: (1) Events Without Alcohol and (2) Events With Alcohol.

A. *General Requirements for All Events*

Events will only be approved if the organization is current with the following:

- The organization is registered on VolLink.
- The organization has submitted all chapter-related forms/requirements to OSFL (roster updates, chapter advisor forms, intake forms, etc.).
- The organization is in good standing with its respective Council and has met all Council requirements.

- The organization is in good standing with the University Bursar's Office.
- The organization is in compliance with any disciplinary sanctions issued by Student Conduct and Community Standards and is eligible to host the event at issue.

A final guest list must be submitted through VolLink at least twenty-four (24) hours in advance of the event. Only members and guests on the final guest list shall be granted entry to the event. The only exceptions from the guest list requirement are for alcohol-free service events and alcohol-free philanthropy events.

All event registration forms are reviewed by OSFL, and the organization will be contacted with any questions or concerns about the event.

Organizations are responsible for reasonable and prudent management and control of all aspects of the event at all times, including the behavior of individual members and guests.

The University, for health and safety reasons, may limit the number of approved registered events allowed to take place at one time. In instances where multiple events are registered and the University deems it necessary to limit the number of registered events for a given time, approval of events meeting all requirements under these procedures will be considered in the order in which they were registered. In order to reduce the likelihood that an event is denied, organizations should register events at the earliest possible date.

The University reserves the right to shut down a registered approved event based on information available at the time, including information that the event is being conducted in a manner inconsistent with the event registration guidelines and/or if a safety or security concern reasonably exists. If the event is found to be conducted in a manner inconsistent with the event registration and approval, the organization (and possibly individual members) will be referred to OSFL and/or Student Conduct and Community Standards.

B. Events Without Alcohol

All Events:

All events without alcohol, regardless of location, must comply with the requirements below:

On-Campus Events:

On-campus events without alcohol must be registered at least seven (7) business days in advance of the event. Organizations must notify OSFL of large-scale on-campus events with non-member guests at least seven (7) business days in advance of the event. The information should be emailed to GreekLife@utk.edu and should include the date, time, place, and anticipated attendance of the event. OSFL will notify UTPD for consultation during the approval process.

Off-Campus Events:

Off-campus events without alcohol must be registered at least seven (7) business days in advance of the event.

C. Events With Alcohol

All Events:

All events with alcohol, regardless of location, must comply with the requirements below:

- Events must be registered at least fourteen (14) business days in advance of the event; however, since some events may require more time to process because of the complexity or other factors, organizations are encouraged to electronically submit an event registration form and meet with OSFL staff at the earliest possible date.
- Chapters are not allowed to purchase alcohol with chapter funds; however, chapters are allowed to pay for the labor costs associated with an approved third-party vendor with chapter funds.
- Sober monitors must be stationed throughout the event to ensure event management procedures are followed. Sober monitors must be active members of the organization and in good standing. If new members who have yet to be initiated into the organization are serving as sober monitors, the new members may not exceed 50% of the total number of sober monitors. Sober monitors must be identified in the event registration form. Sober monitors must be sober upon their arrival at the event and may not consume alcohol throughout the duration of the event.
- If the event is co-hosted by more than one organization, members of each participating organization must serve as sober monitors. The ratio from each organization should be based upon the number of attendees who are members or guests of that organization.
- The ratios of sober monitors to attendees must be at least 1:15.

- The event must have only one entrance. A printed copy of the guest list must be provided at the entrance of the event. A sober monitor must verify the identity of guests and confirm their information is included on the guest list.
- All individuals entering the event must present a valid photo ID. The photo ID shall be used to verify the entrant's name and date of birth. Upon verification of identity, a wristband shall be placed on the entrant's wrist if age 21 or above.
- For Interfraternity Council/Panhellenic organizations, attendance is limited to three (3) guests per attending member or the capacity of the area/facility fire code, whichever is smaller. The final guest list must include the names of members who plan to attend and the respective guests for each member. Each guest must be assigned a member.
- The event cannot last any longer than a four (4) hour time period. The sale or distribution of alcohol must cease thirty (30) minutes prior to the scheduled conclusion of the event. Exceptions to the time limit period limit may be approved on a case-by-case basis.
- No common source alcohol is permitted. Common source is any bulk quantity, common container, or freely available alcoholic beverage (e.g., beer, wine, liquor, or punch) that is made available for consumption. Possessing, furnishing, consuming, or serving from a common source of alcohol is strictly prohibited. A common source shall not include "cash bars" operated by a licensed third-party vendor that comply with these guidelines.
- Alcohol is not permitted to be consumed or possessed anywhere other than the space designated for hosting the event. If the event is located at a fraternity house, alcoholic beverages are restricted to the common areas of the fraternity house, and guests and non-members are restricted to the common areas of the fraternity house.
- Activities or paraphernalia that encourage the rapid and/or excessive consumption of alcohol, including, but not limited to, drinking games (beer pong, flip cup, etc.), ice luges, and drinking funnels, are inconsistent with healthy and responsible use of alcohol and are therefore prohibited.

On-Campus Events:

In addition to the above requirements, all events with alcohol that are held on campus must also comply with the following requirements:

- Any alcohol over 15% alcohol by volume is prohibited.
- Alcohol may only be sold and served by a University approved third-party vendor (bar, restaurant, caterer, or similar operation). The third-party vendor must be properly licensed by the appropriate local and state authorities and be licensed to sell on the premises where the function is to be held.

- A third-party security vendor approved by the University must be present at the event at least one (1) hour prior to the event and one (1) hour after the event concludes. Approved security vendors must be properly licensed and possess all appropriate governmental permits and licenses.
 - A minimum of two (2) security officers are required for any event, and an additional two (2) security officers are required for every 100 attendees.
 - The security vendor is responsible for maintaining safety at the event, ensuring attendees remain in the designated area, monitoring noise levels, and ensuring the event ends on time.

BYOB Events:

A BYOB (“Bring Your Own Beverage”) Event may be held off-campus, provided that the organization complies with all of the requirements that apply to events with alcohol and the following additional requirements:

- Members and guests who are of the legal drinking age of twenty-one (21) are permitted to bring alcohol to an event. The per person maximum alcohol permitted is six (6), twelve (12) ounce cans or plastic bottles of beer, wine coolers, or malt beverages or one (1) bottle of wine, not to exceed 750 ml. Beverages above 15% alcohol by volume are not permitted.
- All alcohol must be checked in to a designated distribution area. The designated distribution area must be in a common area on the first floor of the premises.
- Sober monitors who are initiated members of the organization and at least twenty-one (21) years old must staff the designated distribution area. Sober monitors are not permitted to serve anyone who is intoxicated, even if the person has alcohol remaining.
- Organizations must use an accountability system, such as punch cards, tags, tickets, or wristbands to monitor the distribution of alcohol back to the individuals who brought it to the event.
- Only one alcoholic beverage may be acquired at a time.
- No out of town or overnight events can be BYOB events.
- In addition to University approval, all BYOB events will require an acknowledgment from the chapter advisor.

Game Day Events:

A “Game Day Event” is any event with alcohol hosted by a registered student organization on the day of a University of Tennessee, Knoxville home football game. A Game Day Event may occur only four (4) hours prior to the start of a game and must end thirty (30) minutes prior to the start of a game.

At the discretion of the Vice Chancellor or Assistant Vice Chancellor for Student Life, additional events hosted on the day of other intercollegiate athletic contests may be designated "Game Day Events" for the purposes of this procedure.