

FSILG Social Event Policy

FSILG Assembly Management Working Group Draft 5.0 August 2014

Preamble:

This policy was developed by the FSILG Assembly Management Working Group. This group met weekly and reviewed relevant policy documents from the Institute, the cities of Boston, Brookline and Cambridge, national fraternities and sororities, and consulted with the Chief of MIT Police. As charged by the Dean for Student Life, this policy addresses the process for registering, approving and monitoring of social events for the FSILGs. Additionally, the committee developed a protocol to assure consistent communication of events with the Dean of Student Life, AILG, House Corporation and the respective student governing councils and other appropriate stakeholders as needed.

To best ensure the safety of all members of the Fraternity, Sorority, and Independent Living Group (FSILG) community and their guests, FSILG leaders, the Association of Independent Living Groups (AILG), and the MIT Division of Student Life establish the following social event policy.

In case of conflict between council and/or individual organization policy, this document will supersede others. Chapters are also responsible for adhering to their own inter/national organization's policies as appropriate.

Event Type

All Social events are defined as those that would be considered a social event by a reasonable, objective observer. For the purposes of this document, members-only events, such as house dinners and house meetings, are not considered social events. Social events shall be registered through the on-line application and approved by the FSILG Office and the relevant governing council (i.e., the Interfraternity Council, the Panhellenic Association, or the Living Group Council). Social events shall be defined as one or more of the following event types:

1. **House Event without Alcohol** – An alcohol-free social event hosted on the property of an FSILG.
2. **House Event with Alcohol** – A social event hosted on the property of an FSILG where alcoholic beverages are consumed by attending members and/or guests.
3. **Municipally Registered House Event** – A house social event with or without alcoholic beverages in which the total attendance (members plus guests) exceeds the maximum occupancy of the FSILG property, as determined by state building code and issued by the AILG; or where total attendance exceeds 249 persons.
4. **Third Party Vendor and Off-Site Events** – A social event held at a property other than the property of an FSILG.

Social Event Gathering Provisions

House Event without Alcohol

1. The maximum number of persons that may be present in the FSILG house for an event shall be the maximum occupancy for that specific property as determined by an analysis of the state building **code** and kept on file with the AILG.
2. A paid security detail is not required for events without alcohol.

House Events with Alcohol

1. The person registering the social event shall be PartySafe trained, shall be in attendance for the duration of the event and shall serve as a social event monitor.
2. The maximum number of persons that may be present in the FSILG house during an event with alcohol shall be the LESSER of:
 - The total number of members of the FSILG PLUS three (3) guests per PartySafe trained member attending the event, OR
 - The maximum occupancy for that specific property as determined by an analysis of the state building code and kept on file with the AILG, OR
 - 249 persons.
3. Events in excess of 175 persons shall have a paid security detail for the duration of the event. The security detail shall be paid for by the FSILG hosting the event and shall be confirmed with the FSILG office three (3) business days prior to the date on which the event is to take place. If a paid security detail is not secured, the FSILG Office and the relevant governing council will not approve the event.

Municipally Registered House Event

1. Any event in which total attendance exceeds the maximum occupancy for that specific property as determined by state building code and issued by the AILG, or any event in which total attendance exceeds 249 persons, must receive a special event permit from the relevant municipality in addition to registering it through the on-line application and receiving approval from the FSILG Office and the relevant governing council. If the applicable municipal event permit(s) is not secured, the FSILG Office and the relevant governing council will not approve the event.

Third Party Vendor and Off-Site Events

1. The vendor must possess the appropriate licenses to allow for the event and, if applicable, the appropriate licenses to sell or serve alcohol.
2. The vendor must have a minimum of \$1,000,000 of general liability insurance, and name the Institute and the FSILG as additional insured.
3. Any event in a non-FSILG property must adhere to all of the rules and regulations of the vendor.

Social Event Registration

Eligibility

1. Prior to registering and hosting a social event, an FSILG shall:
 - a. Have a complete current student membership roster, as defined by the FSILG Office, on file with the FSILG Office and the relevant student governing council.
 - b. Have the contact information for the FSILG leadership, as defined by the FSILG Office, on file with the FSILG Office and their governing council.
 - c. Have a complete FSILG house resident roster, as defined by the FSILG, on file with the FSILG Office and the relevant student governing council.
 - d. If hosting an event with alcohol in an FSILG property, have at least two-thirds of its current student membership, including new members, be PartySafePlus trained, as determined by the Community Development and Substance Abuse staff.
 - e. Abide by all Institute policies, including the *Expectations of Citizenship and Recognition of FSILGs* and *Approved Institute Housing* policies.
 - f. Have a list of all members who are PartySafe trained on file with the FSILG Office and the relevant student governing council.

Registration Timeline

1. Events that do not require a paid security detail and/or municipal approval shall be registered by 3:00 pm on the Thursday immediately preceding the date on which the event is scheduled to occur. Same day registrations are not permitted.
2. Events to be held on Thursdays must be registered by 3:00 pm on the prior Thursday.
3. Events that require a paid security detail or municipal approval shall be registered seven (7) calendar days prior to the date on which the event is scheduled to occur. As defined above, the presence of the paid security detail, if required, shall be confirmed with the FSILG Office at least three (3) business days prior to the date on which the event is scheduled to occur.

Registration Process

1. All event registrations require the following information to receive approval:
 - FSILG Name
 - Event start date/time
 - Event end time
 - Event type (With alcohol/Without alcohol)
 - Event description
 - Event location (FSILG House/Elsewhere)
 - Event address (Full address)
 - Number of guests attending
 - Number of members attending
 - Number of members attending who are party safe trained

- Total number of attendees
 - Name of submitter
 - Phone number of submitter
 - Email of submitter
 - Name and phone number of the primary contact for the event
 - House President
 - Designated Alumni Advisory Board Member or House Corporation President
2. All members of the Interfraternity Council (IFC) shall also comply with rules and regulations within the Risk Management Guidelines, this document, and other relevant documents enumerated in the IFC Constitution.
 3. All members of Panhellenic Association (Panhel) and the Living Group Council (LGC) shall also comply with rules and regulations of their respective councils.
 4. Notification of the social event registration for an FSILG will be emailed to a designated member of that FSILG's alumni/ governing board. Unless otherwise specified, the President of the governing board shall be the designated individual.
 5. All events shall be properly registered according to the guidelines in this section in order to be considered for approval.
 6. A list of all registered events for the FSILGs shall be distributed by the FSILG Office to the following MIT entities by the close of business day Thursday:
 - Dean On-Call responders
 - Residence Hall Housemasters
 - Dean of Students
 - Senior Associate Deans for the Division of Student Life
 - MIT Police Department
 - Student governing councils
 - FSILG Office staff

Management Expectations and Best Practices for House Events with Alcohol

Guest Management

Open parties, meaning those with significant unrestricted access by non-members of an FSILG without specific invitation where alcoholic beverages are present, are prohibited.

1. Events with alcohol must have guest lists.
2. At least two-thirds of the guests in attendance at a particular event must have specific invitations that were extended at least 24 hours prior to the start of the event, and whose names are present on a written guest list prepared in advance of the event.
3. All guests must provide photo identification with proof of age and sign the guest list prior to entering the event.

Monitors

Monitors must be present at all events with alcohol, remain sober for the entirety of the event, and must be at least 18 years of age. It is advised to have one monitor for every 10 to 15 guests.

Alcohol

The service of hard liquor is prohibited. It is recommended that the maximum amount of alcohol that should be approved is 1 serving of alcohol per 21+ attendee per hour. No common source alcohol (e.g. kegs) will be permitted. House or institutional funds may not be used to purchase alcohol. All alcohol should be maintained in a centralized distribution location, and no other location can be used to distribute alcohol to guests.

Proof of Age

Proof of age must be checked at all entrances to an event at all times. Those attendees that are 21 years of age or older must wear a wristband at all times.

Guest List

A complete list of all attendees must be kept for the duration of the event. This list must be updated for arrivals and departures and should be an accurate representation of attendance at all times.

Inspection Procedures for House Events with Alcohol

Visitation and Follow Up

I. Expectations

To better assist the FSILGs in holding house events with alcohol, Risk Management Consultants (RMCs) shall be the event inspectors and on-call Graduate Resident Advisors (GRAs) shall be a follow-up resource and provide back-up support.

IFC RMCs will be available to other FSILGs based on an agreed-upon set rate between the organization and the IFC.

The goal of these inspections is to ensure that each house event with alcohol is following the required protocols outlined in all applicable risk management guidelines as well as compliance with all maximum occupancy numbers as outlined in this document.

The RMCs will conduct their inspections with a focus on assisting FSILGs to resolve any issues they may have in complying with the regulations set forth by MIT, the relevant student governing council, and the municipalities in which they reside. The RMCs will ensure that events do not exceed established maximum capacities as set forth herein and support the work of individual FSILGs to follow the relevant student governing council's risk management guidelines.

The on-call GRA will act as the follow-up resource for the RMCs. The on-call GRA will further respond to the event should the responsible RMC identify a violation of a regulation governing a house event with alcohol that the RMC determines has not been corrected within a reasonable period of time. The GRA is authorized to immediately cancel the event.

If an organization is found to have violated this policy, then it may be inspected at random by a staff member of the Division of Student Life for the duration of its sanctions period, or twelve calendar months, whichever is longer. The Dean of Student Life may take interim action, including random inspections, pending the outcome of the relevant council's judicial process.

II. Training and Compensation

RMC training will be conducted by the IFC and the FSILG Office, and will include the RMC relationship with the on-call GRAs and how they will support each other in their duties, as well as training on the electronic reporting system.

As the on-call GRAs will perform additional duties in addition to those of their day-to-day tasks at their own group, additional training is required for all those involved.

Training topics include, but are not limited to:

- Emergency Response
- Head Count Technique
- Confrontation and Mediation
- Risk Management Best Practices
- Objective reporting standards & expectations for timely reports

These trainings will be mandatory for all GRAs participating in the program, and will be coordinated by a staff member from the FSILG Office, as well as relevant stakeholders (MITPD, Student Support Services and appropriate student council officers needed to provide expertise in other areas. Such training would take place at the beginning of the fall semester, with additional trainings held as needed.

On-call GRAs will be compensated by the FSILG Office. Their compensation will be based on the number of events being held that evening at a rate of \$100 per night plus \$25 per house they visit. No GRA may serve as the on-call GRA for an event occurring at his or her own FSILG.

III. Specific Duties

The RMC(s) for that specific night would be responsible for inspecting each registered event at least once per evening. The RMCs and the GRAs will use the following checklists to assess the organization's event compliance.

- Outside Observations Checklist
 - a. Is there a line formed outside the door of more than 5 people?
 - b. Can you hear music outside the house?
 - c. Are there any visibly intoxicated people loitering around or seen entering the house?
 - d. Is there a door person who manages the entry to the house?
 - e. How many door people are there?
 - f. Are there cups, glassware, and/or alcoholic beverages outside the house?
 - g. Are the organization's members outside the house (if any) sober?
- Inside Observations Checklist

- a. Is there a desk worker who consults a guest list before letting people into the social event?
- b. Is the desk worker sober?
- c. Does the desk worker ask people to sign in with their name and ID?
- d. Does the desk worker (or door) know how many people are in the house right now?
- e. If so, is the number lower than the allowed number of people?

Inspection Reports

Successful Inspections - The RMC will fill out the checklist and file a report electronically to the appropriate student governing council and the FSILG Office. Reports will be compiled monthly and submitted to the respective alumni/ governing board.

Inspections with Reservations - The RMC will inform the FSILG, who will then be expected to take corrective action to address the violations. The RMC will then return at a later time during the event to check on these changes. If the violations have been addressed, the RMC will file the report with the relevant student governing council and the FSILG Office, making note of the violations that occurred. The RMC may request the GRA accompany him/ her for the second visit.

Failed Inspection - If the RMC should return to find that the violations have not been corrected, the RMC will notify the on-call GRA, who has the authority to cancel the event. If necessary the on-call GRA will request MIT Police to clear the event. Once the event has been successfully cleared, the on-call GRA will file a report with the FSILG Office, the alumni/ governing board, and the appropriate student governing council for adjudicatory follow-up.

IV. Communication/Reporting Structure

The RMC is required to submit reports on the evening he or she inspected, and these reports would go directly to the FSILG Office staff and the appropriate student governing council's executive board.

In the event that an organization has failed its inspection twice, the on-call GRA shall notify the organization's student president and the FSILG Office that they are cancelling the social event. If needed the on-call GRA will notify MITPD and the Dean on Call. Within 24 hours, the on-call GRA will file a written report with the FSILG Office, the FSILG organization, the alumni/ governing board, and the relevant student governing council's judiciary board with the following information:

- Unmet checklist criteria
- Timeline of contact with organization
- Names of members who the RMC and/or the on-call GRA contacted
- Factual recount of the event

All reports shall be based on objective criteria as noted in this document and in all applicable risk management guidelines.

In the event of any report of a Failed Inspection, the FSILG Office and the relevant student governing council will conduct a review of the actions of the RMC and on-call GRT to confirm whether they acted in compliance with this policy.