

Risk Management Policy & Planning Guidelines
Revised Spring 2021

Table of Contents

Overview, Definitions, and Policy

Philosophy Statement	Pg. 2
Purpose	Pg. 3
Terms and Definitions	Pg. 4
Risk Management Policies	Pg. 6

Procedural Guides

Section A: Event Requirements for both Third Party Vendor and BYOB events	Pg. 9
Section B: Third Party Vendors/Caterers	Pg. 10
Section C: Bring Your Own Beverage	Pg. 11
Section D: Required Paperwork	Pg. 12

Checklists and Agreements

Third Party Vendor Checklist	Pg. 13
Third Party Vendor Agreement	Pg. 14
BYOB Checklist	Pg. 15
BYOB Agreement	Pg. 16
Signature Page	Pg. 17

This Risk Management Policy & Planning Guide is written using language from the following sources: Pi Kappa Phi Fraternity, University of South Florida, FAU Owls Care Health Promotion, FAU Division of Student Affairs and Enrollment Management, FAU Fraternity & Sorority Life, National Panhellenic Conference, National Pan-Hellenic Conference, National Interfraternity Conference, Association of Fraternity/Sorority Advisors, and others.

Philosophy Statement

This policy supplements FAU Regulations 4.006, and 4.007, which govern events hosted by student organizations, as well as FAU Policy 1.2 Alcoholic Beverages and requires all events sponsored by social fraternities and sororities at FAU to be registered with the Office of Fraternity & Sorority Life (herein referred to as Fraternity & Sorority Life or OFSL). Fraternity & Sorority Life believes that lack of proper risk management and safety protocols endangers students and prevents individual members from living the founding principles of their organizations, as well as from becoming socially responsible global citizens with an enduring connection to the University, and from being academically successful at Florida Atlantic University (FAU).

Disregard for the safety of members and guests at fraternity and sorority sponsored events can have disastrous and potentially tragic results. At FAU, we encourage organizations to take the steps they need to create safe environments and help foster sound decision-making. As we empower organizations and students to be safe, healthy, responsible and successful, we uphold the following risk management philosophy:

- We are concerned for the safety and well-being of our students.
- All students and guests are required to follow all applicable State and Federal Laws.
- All students and guests are required to follow all FAU Regulations and Policies, including those pertaining to alcohol.
- As a subset of the campus community, each fraternity and sorority collaborates with Fraternity and Sorority Life and its partners to address the problem of alcohol misuse and other risk-related behaviors.
- Fraternity and Sorority Life works to address the negative behaviors and results associated with lack of proper risk management within the student organizational community at FAU, and not simply in the environment in which those behaviors occur. In order to accomplish this goal, FAU utilizes a comprehensive educational approach.
- Through education, training, and ongoing guidance, we provide the tools to help students make good choices and to understand the consequences of their choices. Chapters and individual members are always required to comply with university policies and procedures including, but not limited to, FAU Policy 1.2 and Regulations 4.006, and 4.007, as well as all applicable state and federal laws, and the national policies of their respective organization.
- Personal responsibility of members and accountability through self-governance by local organizations is expected.
- A consistent and progressive discipline strategy is followed.

Purpose

The purpose of this Risk Management Policy & Planning Guide is to assist fraternities and sororities at Florida Atlantic University with the planning and execution of their social events. The operating procedure is educational in nature and proposes methods to use that ensure safe events are being facilitated by fraternities and sororities at FAU. Following the Risk Management Policy & Planning Guide will promote compliance with Federal, State, and local laws as well as Florida Atlantic University's regulations and policies. Complying with this operating procedure, university policies, and laws will assist in reducing the risk incurred on all chapter members, chapter officers, and volunteers at any event associated with a fraternity or sorority from Florida Atlantic University.

Terms & Definitions

Active Member: any individual who is deemed active by the chapter and listed on the chapter's official chapter roster or any individual who is going through the new member/intake process.

Alcoholic Beverage: any drink that contains alcohol. Per the NIC's guidelines, Alcoholic beverages must either be: (a) Provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or (b) Brought by individual members and guests through a bring your own beverage ("BYOB") system. The presence of alcohol products above 15% alcohol by volume ("ABV") is prohibited on any chapter/organization premises or at any event, except when served by a licensed and insured third-party vendor.

Attendance List: list that includes the names of all members and non-members who are invited to/ or are present at an event. The purpose of the Attendance List is to document who attended a given event. This is critically important should an incident occur before, during, or after the event. Chapters should retain their Attendance Lists for at least 3 years in their chapter files. A Pre-Event Attendance List must be submitted by 5pm the day before the event, and a Post-Event Attendance List must be submitted within 48 hours of the event.

Bring Your Own Beverage (BYOB) Social Event: any event, on or off University property, in which guests and members of the chapter are bringing their own alcoholic beverages for personal consumption.

Chapter property: extends to the property owned or leased by the chapter; or property that is reasonably determined to house/host organizational members/guests on a regular basis; includes organizational housing.

Co-sponsor: any entity who provides assistance, financial or otherwise, to support an event; and/or 2 or more chapters having an exclusive event (e.g. ABC fraternity invites only XYZ sorority).

Drinking Games: includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age, "beer pong," "century club," "dares," "flip cup," "ice luges" or any other activity involving the consumption of alcohol which involves duress or encouragement related to consumption of alcohol.

Local/State/Federal Law: includes but is not limited to the laws of the United States, the State of Florida, Palm Beach County, the City of Boca Raton, and any other applicable local ordinance or law relative to the location of the event. Laws and Ordinances for the local area can be retrieved by contacting the FAU Police Department. Organizations who host events outside of Palm Beach County and/or City of Boca Raton are responsible for knowing applicable laws and/or ordinances of that area.

Minor: an individual who is less than 21 years of age and unable to purchase, possess, or consume alcoholic beverages.

Non-Alcoholic (or “Dry”) Event: an event, on or off University property in which no alcohol is available or present.

Open Party: social events (with alcohol) that allow for unrestricted access by non-members of the organization.

Organizational Risk Management Policy: each chapter’s inter/national policy related to alcohol, controlled substances, fire/housing safety, sexual harassment/abuse etc. Policies can be retrieved from each inter/national headquarters.

Social Event: any event deemed to be within the scope of a chapter function, on or off University property, that involves a gathering of members and/or guests of the host organization. An event is defined as any situation sponsored or endorsed by the chapter, or at any event an observer would reasonably believe was sponsored by the chapter. Social events may or may not include alcohol and are expected to follow this operating procedure, all inter/national policies, and local, state, and federal laws 24 hours a day, 7 days a week, 365 days a year.

Safety Monitor: individuals who are responsible for remaining sober before, during, and after the event, supervising the alcohol distribution station (for BYOB events), intervening if attendees become too intoxicated or could potentially get hurt, and monitoring the event for compliance with all applicable laws and policies. Only individuals who have completed Social Host Training and passed the accompanying test within the last calendar year from the date of the event may serve as a Safety Monitor.

Social Host Training: educational presentation hosted by Fraternity & Sorority Life and/or Owls Care Health Promotion staff or other approved designee that reviews policies, procedures and best practices for hosting events with alcohol.

Bar/Club (also known as a Tavern): an establishment generating more than half (50%) of annual gross sales from alcohol.

Third Party Vendor Social Event: any event, on or off University property in which a licensed bartender/establishment is serving the alcohol.

Third Party Venue: any establishment that is properly licensed (locally and with the state) and insured where events are hosted. Typically, a Third Party Venue also qualifies as a Third Party Vendor, but not always.

University Policy: policies, rules and regulations adopted by Florida Atlantic University and/or its Divisions or Departments, including but not limited to FAU Policy 1.2, FAU Regulation 4.006, FAU Regulation 4.007. www.fau.edu/ regulations; www.fau.edu/policies

Risk Management Policies

The following policies & procedures reflect compliance with best practices and regulations established by the National Panhellenic Conference, National Interfraternity Conference, and other national organizations and associations, and shall apply to all social fraternities and sororities at FAU. NOTE: A chapter's inter/national organization may have policies that are different from those listed below; the chapter should remain compliant with whichever policy or operating procedure is more stringent unless otherwise stated. Contact a Fraternity & Sorority Life staff member if you have questions regarding these policies.

- A. Before hosting an event with alcohol, the hosting organization(s) must have a current Certificate of Insurance and Chapter Emergency Procedures (or Crisis Management Plan) on file with Fraternity & Sorority Life.
- B. Before hosting an event with alcohol, the hosting organization(s) must have completed Social Host Training within the last calendar year. The chapter's President and Risk Manager as well as a minimum of 75% of members must be present for any given Social Host Training in order for it to be considered valid.
- C. Each chapter's President and Risk Manager must attend a mandatory training on the policies & procedures listed in this document, on an annual basis. Advisors, New Member Educators, Social and Formal Chairs are encouraged to attend. Chapters may not hold events with alcohol unless the appropriate officers have completed the training.
- D. Social Events may not take place during reading days or final exams, nor during the first ten days of any academic semester (including summer). In fall semester, social events may not take place from the day of Freshman Move In through the first ten days of the semester.
- E. An organization may not host or co-host more than two events with alcohol per month, unless permission is granted by Fraternity & Sorority Life.
- F. Before an event, the organization's members shall perform or verify a complete inspection of the interior and exterior of the property where the event is set to occur, looking for any item(s) that might present a danger to those present.
- G. A hosting organization's President, Risk Manager and Event Chair must schedule a meeting with a Fraternity & Sorority Life staff member to occur at least 3 calendar days prior to any event with alcohol to discuss the policies and procedures pertaining to the event.
 - A. If additional questions need to be answered and/or follow-up items need to be submitted, Fraternity & Sorority Life reserves the right to give preliminary approval of the event pending these items and can rescind approval if they are not submitted by the deadline provided by Fraternity & Sorority Life
- H. Non-salty foods and non-alcoholic beverages must be made available at all events with alcohol.
- I. The possession, sale, use or consumption of alcoholic beverages during a chapter event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the chapter, must be in compliance with any and all applicable laws and all FAU Regulations and Policies, and must comply with either the BYOB or third party

vendor guidelines set forth in this policy. Alcohol may never be sold except through a third-party vendor. This includes charging admission to an event with alcohol and/or selling cups at the event.

- J. Alcoholic beverages may not be purchased through or with chapter funds nor may the purchase of alcoholic beverages for members or guests be undertaken or coordinated by any member in the name of, or on behalf of the chapter. Alcohol may not be directly or indirectly purchased with chapter funds (no slush funds, no passing the hat, etc.).
- K. The purchase or sale of a bulk quantity or common source(s) of alcoholic beverages, for example, kegs/cases, is prohibited. Common sources of alcohol (i.e. kegs, jungle juice, bulk containers of alcohol) are never permitted.
- L. BYOB social events allow for each chapter member and non-member who are of legal drinking age to bring a maximum of six (6) 12oz. cans of beer OR four (4) 12oz. wine coolers OR one (1) 1.75mL bottle of wine. Glass bottles are not permitted; wine or wine coolers are to be poured into a plastic cup. Hard alcohol is not permitted.
- M. Registered events where alcohol will not be present may not exceed a block of six hours. Special considerations will be reviewed on a case by case basis. All appeals for special consideration must be submitted at the time of registration of the event. Events with alcohol must not exceed a 4 hour maximum timeframe, and alcohol sales/distribution must end a minimum of 30 minutes prior to the end of the event (see FAU Policy 1.2). In all circumstances, alcohol sales/distribution must end no later than 3:00 a.m.
- N. There must be 1 Safety Monitor per 15 attendees. These affiliated members may not consume alcohol or drugs before, during, or after the event. A list of Safety Monitors must be included in the Pre-Event Attendance List submitted to Fraternity and Sorority Life by 5:00PM the day before the event, and any changes to this list must be communicated in advance of the event (i.e., a Safety Monitor becomes ill.)
- O. There shall be a minimum of one licensed and insured security guard present at all chapter events where alcohol is present. The security guard must be responsible for monitoring the function and may spot check identification of all who enter the function. Monitoring is defined as walking through all areas of the function and performing a visible check to identify: underage drinkers, persons in distress, the presence of illegal drugs, and/or any other activity believed to be illegal. The sponsoring organization is responsible for procuring and informing the security guard of their duties.
- P. Open parties, meaning those with unrestricted access by non-members of the chapter without specific invitation, where alcohol is present, are prohibited. All attendees that are not affiliated members of the hosting chapter must be invited by a member of that chapter.
- Q. Third Party Vendor open events, meaning those without a guest list and/or those with unrestricted access by non-members without specific invitation, where alcohol is present, are only permitted for chapters that provide prior approval from their Inter/National organization.

FLORIDA ATLANTIC UNIVERSITY
FRATERNITY & SORORITY LIFE

- R. Chapters may host a maximum of two events with alcohol per month, and only one of these events may be BYOB, unless otherwise permitted by Fraternity & SorORITY Life.
- S. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal “drinking age”). In the State of Florida, the “legal drinking age” is 21.
- T. The possession, sale or use of any illegal drugs or controlled substances during a chapter event or at any event that an observer would associate with the chapter is strictly prohibited.
- U. No chapter may co-sponsor an event with an alcohol distributor, charitable organization or tavern at which alcohol is given away, sold at a discounted cost and/or in order to benefit the organization(s), or otherwise provided to those present.
- V. All philanthropic and fundraising activities or any activities associated with philanthropy must be alcohol free and cannot be co-sponsored or held with an alcohol distributor or tavern.
- W. No chapter may co-sponsor, co-finance, attend or participate in a function where alcohol is purchased by any of the host organizations or groups.
- X. The presence or reference to alcohol in any advertisement of a function is prohibited.
- Y. All events must have non-alcoholic, non-offensive, and non-discriminatory title and/or theme.
- Z. The number of people attending a social event cannot exceed the fire code occupancy for the premises (*note: monitoring this guideline is the responsibility of the Third Party Vendor when an event is held at a bar, club or tavern, but the chapter should be aware of the fire code occupancy*).
- AA. Events taking place more than 250 miles from the University and/or are overnight will require a letter from the Inter/National organization/headquarters stating the event is approved and insured through the organization’s general liability insurance.
- BB. Under no circumstances should a venue’s safety cameras and their views be obstructed (whether the venue is on campus, a private residence or a Third Party Vendor).
- CC. All activities associated with recruitment/intake and pledging/new member activities must be alcohol free. No recruitment/intake or pledging/new member activities may be held at or in conjunction with a tavern or alcohol distributor. This includes, but is not limited to activities associated with “bid night,” “big brother/big sister night” and initiation.
- DD. Under no circumstances shall organizations or members permit, tolerate, encourage, or participate in “drinking games” (as defined in this policy) at their events.

These policies, in addition to all national/international policies and local, state and federal law are in effect and will be enforced 24 hours a day, 7 days a week, 365 days a year.

Risk Management Guidelines for Events with Alcohol

One of the keys to a safe organizational event and good event planning is preparation. Event planning is thinking of every possible situation that may occur during your event, whether an ordinary occurrence or an unexpected turn of events. The key to good event planning is that you are ready for anything. **All events, whether on campus or off-campus, must be registered via Owl Central.**

The Risk Management Guidelines herein pertain to Events with Alcohol.

There are Two Types of Events with Alcohol:

1. Third Party Vendor; and
2. Bring Your Own Beverage (BYOB).

Section A:

Event Requirements for both Third Party Vendor and BYOB

The following requirements must be met for any organizational event with alcohol.

1. The organization hosting the event must have on file and/or submit the following to Fraternity and Sorority Life:
 - Valid Certificate of Insurance (COI) for the organization covering events with alcohol, with Florida Atlantic University, the Board of Trustees of Florida Atlantic University, and the State of Florida named as additionally insured.
 - For chapters that have a “blanket COI” this will be collected at the beginning of the academic year and events held must be within the parameters of the COI.
 - For chapters that issue COIs on an event-by-event basis, a sample COI along with a document stating that it is the policy of the organization to secure a COI on an event basis must be on file with the Fraternity and Sorority Life at the beginning of the academic year.
 - Chapter Emergency Procedures/Crisis Management Plan
 - Completion of Social Host Training with 75% chapter attendance in the last calendar year.
 - Confirmed event registration in accordance with FAU Regulation 4.006, using the online event registration form through Owl Central.
 - Proof of hired security that is properly licensed and insured.
2. Contracts with venues or any Third Party Vendors are not to be signed until the event has been properly registered on Owl Central and confirmed by the Student Union.
3. The chapter will require the Third Party Vendor staff, or in the alternative will have chapter members who have been trained as referenced in the above-mentioned risk management training, check identification at the door of all members and guests to determine who is of legal drinking age and mark to differentiate individuals accordingly (i.e., wristbands.)

FLORIDA ATLANTIC UNIVERSITY
FRATERNITY & SORORITY LIFE

4. Before an event, the organizational members shall perform or verify a complete inspection of the interior and exterior of the property where the event is set to occur, looking for any item(s) that might present a danger to those present.
5. Pre-Event and Post-Event Attendance Lists shall be provided at all chapter functions where alcohol is present. All attendees-even chapter members- must appear on either the Pre-Event or Post-Event Attendance List, or both. At minimum, these Attendance Lists must include:
 - First and last name of each attendee, and if they are a guest, which member of the organization invited them.
 - Dates of birth for each attendee and/or indicate who is over and under the age of 21 at the time of the event.
 - Indicate who the Safety Monitors are for that event.

Chapters must submit these Attendance Lists using the template provided by Fraternity & Sorority Life. The Pre-Event Attendance List is due via email to fslife@fau.edu by 5:00PM on the last business day before the event (i.e. if the event is on Sunday or Monday, the Pre-Event Attendance List is due on Friday by 5:00PM). The Pre-Event Attendance List should be used to check in all attendees to the event. Upon checking in, each attendee should sign next to their name and timestamp when they enter the event. Additionally, everyone should again timestamp and sign out when they leave. This signed and timestamped document becomes the Post-Event Attendance List. The Post-Event Attendance list is due via email to fslife@fau.edu within 48 hours of the event ending.

In the case of an emergency, dial 911. A completed report regarding any emergency incident must be submitted using the Incident Reporting Form found on the Dean of Students website (<http://www.fau.edu/dean>) or Fraternity & Sorority Life website (<http://www.fau.edu/fslife>). The chapter president or executive board leader is required to speak directly with Fraternity and Sorority Life during the next day about the incident to ensure that a report has been received. Chapter leaders and members should be aware of and encouraged to use the Medical Amnesty Policy if necessary (<http://www.fau.edu/dean/pdf/medical-amnesty-policy.pdf>).

Violating any part of the Fraternity & Sorority Life Risk Management Policy & Planning Guidelines may result in organizational and/or individual disciplinary action. To report a violation, an Incident Report form should be filed within 24 hours of an event. An eyewitness, chapter member, chapter president, council officer, Resident Assistant, a representative of Fraternity and Sorority Life, or any faculty/staff/student member of the university may complete an Incident Report form. Incident Report forms are located on the Dean of Students website ([fau.edu/dean](http://www.fau.edu/dean)) or Fraternity & Sorority Life website ([fau.edu/fslife](http://www.fau.edu/fslife)). Incident Reports are reviewed with the Dean of Students or his/her designee.

Section B:

Event Requirements for Third Party Vendors/Caterers

By hiring a vendor to work an event hosted by a chapter, some risk management protocols and responsibilities can be applied through the vendor, including but not limited to checking identification of guests upon entering the facility and serving food and alcohol.

Contracting with a vendor that owns its own party facility such as a restaurant, hotel, private club, golf course, church facility, community center, etc. is advantageous. Although more expensive in some cases, the off-site facility can greatly reduce certain premises liability issues and may be better equipped to deal with issues surrounding the service of alcohol.

Some guidelines to be followed when contracting with a third party vendor. NOTE: The guidelines listed below are in addition to the Risk Management Policies that start on page 6 of this document as well as the Event Requirements listed in Section A of this document:

- Use only vendors that are properly licensed to sell/serve alcohol by both local and state authorities.
- Use only properly insured vendors and obtain a certificate of insurance as proof. Properly insured vendors will carry a minimum of \$1 million of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider. Request a “certificate of insurance” with evidence that the vendor has, as part of this coverage, “off premise liquor liability coverage and non-owned and hired auto coverage.” **A copy of the certificate of insurance must be submitted when registering an event.**
- Vendors must provide at least two types of alternative non-alcohol beverages as well as non-salty foods. These options should be in individual and safe containers to ensure that the items are safe for consumption. Also, Vendors must ensure that drinks are never left out for anyone to grab.

Section C:

Event Requirements for Bring Your Own Beverage (BYOB)

For those chapters wanting to allow consumption of alcohol at an event by of-age members and guests but who do not want to contract with a Third Party Vendor, a BYOB function is its only option. Because responsibility for planning and monitoring rests with the chapter members, careful adherence to the guidelines outlined in this policy is essential.

Some guidelines to be followed when hosting a BYOB event. NOTE: The guidelines listed below are in addition to the Risk Management Policies that start on page 6 of this document as well as the Event Requirements listed in Section A of this document:

- Provide at least two types of alternative non-alcohol beverages as well as non-salty foods. These options should be in individual and safe containers to ensure that the items are safe for consumption.

FLORIDA ATLANTIC UNIVERSITY

FRATERNITY & SORORITY LIFE

- Check IDs for all attendees. Provide different colored wristbands to guests/members 21 years and older and for those under the legal drinking age.
- Limit the type and number of alcoholic drinks/ounces brought in by of-age members according to Section K under the Risk Management Policies outlined in this document.
- Establish a bar area where all alcohol brought to the event can be kept cold, organized, and not accessible to event attendees; alcoholic drinks should never be left out for anyone to grab.
- Use a ticketing system or some way to organize how alcoholic beverages are distributed once stored in the bar area.
- Do not allow glass into the event area.
- Designate boundaries and an entrance to the event area. There should be one point through which all attendees enter and one point through which all attendees exit; these locations do not need to be the same. No person should enter or exit the location with an open container of alcohol.
- Do not allow for event attendees to participate in or facilitate drinking games.

Section D:

Required
Paperwork

<u>TPV OR BYOB</u>	<u>ITEM</u>	<u>DUE DATE</u>	<u>FORMAT</u>
Both	Re-Registration	Annually	Owl Central
Both	Organization's COI	Beginning of semester	PDF, Email
Both	Chapter Emergency Procedures	Beginning of semester	PDF or Word, Email
Both	Social Host Training	Once per year	Owl Central
Both	Event Registration	14 calendar days prior to the event	Owl Central
Both	Conduct inspection of event venue	7 calendar days prior to the event	N/A
Both	Proof of hired security (must be properly licensed and insured)	7 calendar days prior to the event	N/A
Both	Meeting with Fraternity & Sorority Life Staff	3 calendar days prior to the event	In-person meeting
TPV	TPV's Certificate of Insurance (COI)	3 calendar days prior to the event	PDF
BYOB	BYOB Checklist & Agreement with signatures	3 calendar days prior to the event	BYOB Checklist BYOB Agreement
Both	Pre-Event Attendance List	5:00PM the business day before the event	Excel File or PDF
Both	Post-Event Attendance List	Within 48 hours from event end time	PDF (should have handwritten info)

Third Party Vendor Checklist

This document is not a form to be used to register events with any university entity. It is a resource for chapters to use in the planning process. A completed checklist must be submitted prior to the event.

General Information

Today's Date	
Sponsoring Chapter	
Co-Sponsoring Chapter (if applicable)	
Co-Sponsoring Chapter (if applicable)	

Please insert extra lines and add names of officers from both organizations if co-sponsoring

Officer	Name	Phone	Email
President			
Risk Manager			
Social Chair			
Chapter Advisor			

Event Information

Title/Theme of the Event	
Day/Date of Event	
Start Time	
End Time	
Location of Event (list address & phone)	

Preliminary Documentation

Organization has re-registered?	
Organization has current COI on file?	
Organization has Emergency Procedures on file?	
Total number of Safety Monitors in the chapter	
Date of last of Social Host Training	
Date of last Risk Management Training with FSLife	
Date of event submission in Owl Central	
Date of inspection of Event Location	

Third Party Vendor Information

Contact Name/Title	
Contact Phone Number	
Contact Email Address	
Certificate of Insurance Acquired?	

BYOB Checklist

This document is not a form to be used to register events with any university entity. It is a resource for chapters to use in the planning process. A completed checklist must be submitted prior to the event.

General Information

Today's Date	
Sponsoring Chapter	
Co-Sponsoring Chapter (if applicable)	
Co-Sponsoring Chapter (if applicable)	

Please insert extra lines and add names of officers from both organizations if co-sponsoring

Officer	Name	Phone	Email
President			
Risk Manager			
Social Chair			
Chapter Advisor			

Event Information

Title/Theme of the Event	
Day/Date of Event	
Start Time	
End Time	
Location of Event (list address & phone)	

Preliminary Documentation

Organization has re-registered?	
Organization has current COI on file?	
Organization has Emergency Procedures on file?	
Total number of Safety Monitors in the chapter	
Date of last of Social Host Training	
Date of last Risk Management Training with FSLife	
Date of event submission in Owl Central	
Date of inspection of Event Location	

BYOB Information

Bartender name and phone number	
How will attendees be ID'd and marked?	
How will alcohol be stored and distributed?	
What are the limitations on how much alcohol can be brought?	

FLORIDA ATLANTIC UNIVERSITY

FRATERNITY & SORORITY LIFE

Non-alcohol drinks to be served:	
Non-salty foods to be served:	

BYOB Agreement

For this BYOB event, the hosting organization understands and agrees to the following:

Initials

Event attendees are not permitted to bring alcohol to the event unless they are 21 or over and the alcohol was legally purchased.	
Event attendees that are permitted to bring alcohol may only bring enough for themselves; no alcohol is to be given away.	
The hosting organization is not allowed to collect a cover charge and then provide free drinks during the event, or collect money in exchange for alcohol in any fashion.	

The hosting organization(s) is responsible for checking identification and the guest list.	
The hosting organization(s) is responsible for visibly identifying those that are 21 or older and those under the age of 21.	
The hosting organization(s) is responsible for not serving alcohol to anyone under the age of 21.	
The hosting organization(s) is responsible for not serving individuals who appear to be intoxicated.	
The hosting organization(s) is responsible for maintaining control of all alcohol containers.	
The hosting organization(s) is responsible for collecting all remaining alcohol at the end of the function (no excess alcohol is to be given, sold or furnished to attendees).	
The hosting organization(s) is responsible for providing at least 1 security guard and/or bouncer.	

FLORIDA ATLANTIC UNIVERSITY

FRATERNITY & SORORITY LIFE

Signatures *(may not be typed)*

By signing this form, I attest that I understand the Fraternity & Sorority Life Risk Management Policy & Planning Guide and my own organizations' Inter/national Risk Management policy and agree to uphold these policies & expectations. I understand that in the event of a violation of these policies, the organization(s) involved may be subject to sanctions imposed by Fraternity and Sorority Life, Florida Atlantic University, and my Inter/national organization, where applicable.

Chapter	
President	Name: Signature: Date:
Risk Manager	Name: Signature: Date:
Advisor	Name: Signature: Date: