

## OFFICE OF SORORITY & FRATERNITY LIFE EVENT POLICY AND PROCESS FOR EVENTS

### REQUIREMENTS TO HOST EVENTS

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- Sororities and fraternities at the University of Florida are required to follow all policies of the University as well as applicable local, state, and federal laws.
- The organization must be recognized by and in good standing with the University at the time the event is scheduled to take place.
- If the national/international organization risk management policy is stricter than this policy in whole or in part, the organization must follow the more restrictive policy or provision.
- Any co-sponsored event must follow the policies of the organization with the strictest rules.

### EVENT CATEGORIES

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Events have two categories: (1) On-Campus Events, and (2) Off-Campus Events. The requirements for an event are specifically dictated by the category under which the event falls.

1. On-Campus: University of Florida land and/or all fraternity and sorority facilities as defined by the Social Sorority and Fraternity Facility Policy [UF Greek Facility Policy 2008 Compare \(ufl.edu\)](#)
2. Off-Campus: All other locations

The information in this document outlines the location, type of event, registration process, and policy requirements based on the type of event you are hosting.

ONE: ON CAMPUS EVENTS OR EVENTS IN CHAPTER FACILITIES WITHOUT ALCOHOL

TWO: ON CAMPUS EVENTS OR EVENTS IN CHAPTER FACILITIES WITH ALCOHOL

THREE: OFF CAMPUS EVENTS

#### **ONE: ON CAMPUS EVENTS OR EVENTS IN CHAPTER FACILITY WITHOUT ALCOHOL || REGISTERED 14 DAYS PRIOR TO THE EVENT**

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1. Events without alcohol must be submitted as a Gator Connect\* permit request at least fourteen (14) days in advance.
2. Security is required for certain alcohol-free events (e.g. philanthropy events, 5K runs, political figures, events handling cash, etc.) over 250.\*\*

#### **TWO: ON CAMPUS EVENTS OR EVENTS IN CHAPTER FACILITY WITH ALCOHOL || REGISTERED 21 DAYS PRIOR TO THE EVENT**

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##### **Event Registration Requirements:**

1. Events with alcohol held on-campus or in a chapter facility must be submitted as event permit request through [Gator Connect\\*\\*](#) at least twenty-one (21) days in advance.
2. Organization leadership is required to meet with the Council Advisor for event planning.
3. Organizations are required to submit event planning information to the organization's headquarters, house director, house corporation and chapter advisor(s) for notification.
4. Security is required.\*\*

##### **Alcohol and Drug Policy:**

In any activity or event sponsored or endorsed by the organization:

1. The organization, members, and guests must comply with all federal, state, provincial, and local laws. No person under the legal drinking age may possess, consume, provide, sell, or be provided alcoholic beverages.
2. Organizations, members, and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell, and/or manufacture illegal drugs or other controlled substances while on chapter premises or at any activity or event sponsored or endorsed by the organization.
3. Alcoholic beverages must either be:
  - (1) Provided and sold on a per-drink basis by a licensed and insured third-party vendor listed on the UF Approved Caterer website ([Approved Caterers \(ufl.edu\)](#))
  - (2) Brought by individual members and guests through a bring your own beverage ("BYOB") system

4. The presence of alcohol products above 15% alcohol by volume (“ABV”) is prohibited on any chapter premises or at any event, except when served at an event by a licensed and insured third-party vendor.
5. Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third party vendor, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).
6. Alcoholic beverages must not be purchased with organization funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
7. An organization must not co-host or cosponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol, illegal drugs or controlled substances.
8. An organization must not co-host or cosponsor an event with a bar, event promoter, or alcohol distributor; however, an organization may rent a bar, restaurant, or other licensed and insured third-party vendor to host an event.
9. Attendance by non-members at any event where alcohol is present must be by invitation only, and the organization must utilize a guest list system (e.g., wristbands for those who meet the legal drinking age of 21).
10. Attendance at events with alcohol must not exceed local fire or building code capacity of the chapter premises or host venue or the established maximum occupancy.\*\*\* (NIC organizations have a 3:1 guest to member ratio.)
11. Any event or activity related to the new member joining process (e.g., recruitment, intake, rush, etc.) must be substance free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation into an [organization,] including but not limited to “bid night,” “Big/Little” events or activities, “family” events or activities, and any ritual or ceremony.
12. Organization, members, or guests must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcohol, such as drinking games

#### **University of Florida Policies**

The following UF Policies must be adhered to for events on campus with alcohol with or without alcohol.

1. Security is required for all events.\*\*
2. Food provided at an event, must be prepared in a Health Department inspected and licensed kitchen or approved caterer/restaurant.
3. Amplified Sound Policy - Organizations hosting events must comply with the UF Amplified Sound Policy.

#### **\*Gator Connect Process**

*All events must be approved at least three (3) days prior to the event date. However, since some events may require more time to process because of complexity or other factors, organizations are encouraged to electronically submit a permit request and meet with Sorority and Fraternity Life (SFL) staff at the earliest possible date. This allows for ample time to arrange for University Police as security for the event.*

1. Visit [orgs.studentinvolvement.ufl.edu](https://orgs.studentinvolvement.ufl.edu)
2. Click “Login” on the top right-hand side of the homepage; then click on “sign in”
3. Click the orange tab at the top of the homepage titled “My Organization”
4. Select the organization for which you are wanting to submit a permit
5. Click “Create a New Permit” button
6. Choose the type of event
7. Fill out the basic event information: be specific and include all details
8. Click submit
9. To check the status of a permit, click on “organization permits” on your organization’s dashboard. Click on the permit to get specific information or instructions

#### **\*\*Security Process**

*Once information is registered through Gator Connect, the required number of security personnel for an event will be determined by UPD based upon projected attendance, time and location of event, description of activity planned, and the number of organizational personnel available to help monitor the event. The determination made by the UPD shall be final. Factors which will impact security needs are as follows: advertising, closed versus open events, expected crowd size, event staff, money collection, risk assessment, written invitations, or prior ticket sales.*

#### **\*\*\*Maximum Occupancy Process**

*Maximum occupancy of a facility is set by the appropriate local or State code and must be followed for all events. Attendance may be restricted below the approved occupancy level if there are significant safety, security, crowd management, or related concerns as determined by Sorority and Fraternity Life, University Police Department, or UF Environmental Health and Safety. For*

*fraternity and sorority houses, UF Environmental Health & Safety can be consulted on maximum occupancy limits if those limits are unknown for the chapter facility.*

### **THREE: OFF CAMPUS EVENTS | NO EVENT REGISTRATION REQUIRED**

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1. Off campus events with alcohol can occur if the national/international risk management policy allows for this in either a third-party vendor or BYOB system.
2. [The Student Code of Conduct](#) is applicable to individuals and registered social sororities and fraternities at off-campus locations and events as well.
3. For events off campus, follow city or county policies (e.g. amplified sound).

### **Resources**

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Student Organization Resource Guide: [Student-Org-Resource-Guide-min.pdf \(ufl.edu\)](#)

Code of Student Conduct: <https://regulations.ufl.edu/wp-content/uploads/2020/12/UF-Regulation-4.040.pdf>