Fraternity & Sorority
Social Event Management Manual

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Event Management Guidelines

The Fraternity and Sorority Event Management Manual is a document, which once adopted, will help guide individual fraternities and sororities in maintaining Institute recognition and suggest risk management practices for social events hosted by fraternities and sororities. The Statement of Relationship between Rensselaer and Social Fraternities and Sororities (The Relationship Statement) represents the special relationship between the Institute and Fraternities and Sororities and this guideline offers a means to better manage and operate social events hosted by chapters. Each fraternity and sorority chapter is, and remains, an independent entity responsible for its own actions and meeting its own duties and obligations.

The Rensselaer Dean of Students Office (DOSO), Office of Fraternity and Sorority Affairs (OFSA), Interfraternity Council (IFC), Panhellenic Council (Panhel), Alumni-Inter Greek Council (AIGC) and Rensselaer Student Health Center (SHC) adopt the following principles and policies with respect to social gatherings.

I. Purpose

- To reduce the risk incurred by chapter officers, chapter members, and volunteers when the Chapter hosts an event at which alcohol is available through the promotion of safe and responsible behavior.
- To assure compliance with local, state and federal laws, Institute policies, The Relationship Statement, and all Inter/national policies.
- To improve relationships between Fraternity and Sorority chapter and student body, Institute administration, the Inter/national governing bodies, Troy community, and its law enforcement agencies.

Since each of these above goals relies on responsible actions by members of individual chapters, Greek lettered organizations are expected to adopt and abide by these event management policies.

II. Fundamental Premise

The possession, use, and consumption of any alcoholic beverage during an official chapter event or in any situation sponsored or endorsed by the chapter, are required to be in compliance with any and all applicable laws and regulations of the state, county, city, Institute, and Inter/national organization. Members of fraternities and sororities are required to conduct themselves and associated activities in a socially responsible manner that assures a safe and healthy environment and promote individual and chapter accountability as embodied in this document. Activities not specifically mentioned or included in this document, but which may be in violation of the manual’s intent and/or Institute regulations will be subject to a review by the Dean of Students Office.

All Rush/New member recruitment activities and events are required to be alcohol free. No chapter will be approved to host an event at which alcohol will be available during the designated Rush/New member recruitment period.
III. Policies and Guidelines

The Interfraternity Council and Panhellenic Council assure compliance with local, state and federal laws, Institute policies, the Relationship Statement between Rensselaer and Fraternities and Sororities, and all Inter/national policies. Fraternities and sororities are required to conduct social functions in accordance with policies and guidelines listed below:

A. Types of functions permitted:

1. **Chapter Events (In-House) using a Third Party Vendor.** These events are by invitation only. If non-members are in attendance, capacity must be within the facility’s maximum occupancy of its assembly space. Invitations are limited to one individual who is named per invite. Third Party Vendor events end at 2:00 AM and alcohol service is limited to no more than 4 hours and 1 drink/person 21 or over/hour during the event. Event must be registered through OFSA.

2. **On-Site Chapter Event.** These events are invitation only. If non-members are in attendance, capacity must be within the facility’s maximum occupancy of its assembly space. Invitations are limited to one individual who is named per invite. Alcohol service is limited to no more than 4 hours and 1 drink/person 21 or over and BYO. Distilled spirits are prohibited. On-site Chapter Events end at 2:00 AM. Event must be registered through OFSA.

3. **After-Party Chapter Event.** These events are held from 1AM until 4AM and are alcohol free. These events are invitation only. If non-members are in attendance, capacity must be within the facility’s maximum occupancy of its assembly space or capped at 150. Invitations are limited to one individual who is named per invite. Event must be registered through OFSA.

4. **Open Social Events with alcohol are PROHIBITED.** Open Social Events are defined as:
   a. any social function at which alcoholic beverages are to be served and to which non-members are invited by a blanket or open invitation, expressed or implied;
   b. any social function to which non-members are invited through advertising or publicity including but not limited to signs, posters, billboards, handouts, and/or the use of electronic media.

B. Registering Events

1. **Before registering ANY event:**
   a. No chapter will be permitted to register or host any event at which alcohol is available until after the Rush/New Member Recruitment period concludes as defined by the Interfraternity Council and Panhellenic Council.
   b. To host any event, the chapter must be a Rensselaer recognized organization and in good standing with the Dean of Students Office, Office of Fraternity and Sorority Affairs, Interfraternity Council and Panhellenic Council.
   c. Distilled spirits are prohibited from any event.
   d. 50% of the chapter must be TIPS trained.
e. The chapter President, Social Chair and Advisor must sign and submit the Event Management Agreement form to OFSA.
f. The chapter President and Advisor must sign and submit the Social Responsibility Agreement form to OFSA.
g. The chapter must have adequate insurance coverage and a copy of that insurance certificate is on file with OFSA.
h. Prior to hosting (at least 10 days) an event at which alcohol will be served, the chapter must submit an event application form to register the type of event, note the number and who are the invitees, and risk management procedures.
i. Events are required to be registered with OFSA ten (10) days prior to the event. This deadline allows for all registration requirements to be checked and allows time for forms to be resubmitted if necessary. Approval may be given on a case-by-case basis for registrations submitted past this deadline.
j. Off campus events are not registered through the OFSA; off campus is defined as but not limited to any event that is being held at a tavern, bar, catering house, nightclub, dancehall or restaurant, however, compliance to all event management guidelines, Institute and Inter/national policy is expected at ALL chapter-sponsored events.

C. Monitoring Events

1. Events are required to conform to and not exceed the maximum occupancy of the facility. At no time should the event become overcrowded to the point where safety is a concern. Events should not continue if the management of the event is compromised or become non-existent. **After-hours events must end no later than 4:00 AM. All other registered events must end no later than 2:00 AM.**
2. It is required that individuals who appear intoxicated are not permitted to drive nor should any chapter member attempt to transport intoxicated individuals. Chapters are expected to contact Public Safety or Emergency services immediately if an individual appears to be severely intoxicated and/or impaired.
3. Concise invitation guest lists for each function are required for all non-members who have been invited.
4. Decorations are required to meet all fire code regulations.
5. For all events, invited guests are required to show a valid form of identification at the door.
6. Specifically for an alcohol related event, members and invited guests are required to show a valid driver’s license, military ID, or passport and a valid Rensselaer or student ID at the door.
7. Members and invited guests at alcohol related events, which are of age, are required to receive a wristband or hand stamp upon entering the event. Members are required to monitor of age invited guests to make sure that they do not transfer their hand stamp or wristband to an underage invited guest or provide alcohol to underage invited guests.
8. Fraternities and sororities are required to deny admittance and/or alcohol to individuals who are not of age. This includes individuals who are intoxicated to the point of drunkenness or who exhibit reckless behavior. **The chapter has the right and responsibility to deny admittance to anyone it thinks is already impaired by alcohol or other drugs, even if the person is on the invitation**
If an individual is denied admittance and the chapter needs assistance, the chapter is expected to notify the proper authorities.

9. **For ALL Functions**, fraternities and sororities are required to assign 50% of their chapter members to monitor and not consume alcohol throughout the duration of the event and monitor the activities of both members and invited guests, with the objective of promoting compliance with Institute rules, policies and guidelines and NYS law.

10. **A list of the names of monitors is required to be posted in clear view at the main entrance.**

11. **Monitors are expected to:**
   - Monitor the entire public assembly space.
   - Monitor the designated alcohol distribution center to encourage and undertake reasonable efforts to prevent overcrowding, transfer of hand stamps or wristbands and underage drinking. This area should never exceed capacity.
   - Monitor the front entrance, other entrances, parking lots and other outdoor areas.
   - Stop those leaving the party from taking any open containers with them.
   - If an altercation and/or fight should occur, notify appropriate authorities immediately. Do not attempt to intervene or put anyone at risk of being injured.

### D. Service of Alcohol and Food

1. Alcohol is limited to only beer and wine; distilled spirits are prohibited.
2. Alcohol consumption is limited to 1 drink/person 21 or over/hour; total hours of operation are not to exceed four (4).
3. Service Distribution Center- One centralized location is expected to be established for the distribution of food and non-alcoholic beverages; a second distribution center is expected to be established for the distribution of alcoholic beverages. Additional food and non-alcoholic beverage stations are encouraged and should have a monitor to make sure non-alcoholic drinks remain non-alcoholic. Service monitors are expected to not serve anyone of age who may look or be intoxicated.
4. The following signs are expected to be posted in clear view at the Service Distribution Center for alcohol related events:
   a. New York Law prohibits the consumption and service of alcoholic beverages to persons under the age of 21.
   b. Non-alcoholic beverages and food are available.
5. It is required that no alcohol is present at any recruitment or new member function (i.e. bid day parties). It is required that fall social events with alcohol are not used as recruitment events.
6. It is expected that no member will permit, tolerate, encourage or participate in activities that include either contribute to or can be construed as promoting binge drinking.
7. Kegs and distilled spirits (i.e. shots and mixed drinks) are prohibited at all events, except when provided by a licensed caterer at an off campus location.
8. No alcohol shall be served or consumed outdoors.

### IV. Measurement and Enforcement
1. The Rensselaer Public Safety and Dean of Students Office will receive a list of registered events weekly.
2. Chapter Advisors are to be notified by Chapter leadership that an event is being planned, date of the event, and nature of event.
3. Any chapter who hosts an event that is not registered with OFSA or not in compliance with Institute, IFC, PanHel, and NYS law, regulations, and policies will be subject to disciplinary action.
4. Chapters who host unregistered events having alcohol available will be subject to at least one semester social probation and, if warranted, judicial action. Notification will be sent to Inter/national headquarters.

V. Consequences and Sanctions


Below is also a list of sanctions that DOSO may utilize when determining an appropriate outcome for chapter misconduct:

1. Educational

   The Dean of Students Office and respective judicial officers may design sanctions that are specific to an individual case when it is determined that educational value may result and the interests of the Institute community are maintained.

2. Social Probation

   This status is applied as a result of a breach of specific social regulations. Its primary effect is to suspend a privilege related to the nature of the offense and/or restrict access to specific campus facilities or programs.

3. Disciplinary Probation

   This action constitutes a change in status where the organization is no longer in good standing, but continues to be recognized by the University. The chapter is permitted to retain recognition at the University, but under certain stated conditions depending upon the nature of the violation and upon the potential learning value that may derive from such a restrictive measure.

4. Loss of Recognition

   The Dean of Students Office may review whether the chapter should be allowed to maintain its status as a recognized chapter. The Dean of Students Office can determine that a chapter loses privileges associated with University recognition.

VI. Local and NYS Laws and Institute Policy (need to review)
1. For each independent chapter’s information, organizations should be aware of the local ordinances, NYS law, and University Policy.

   a. New York State Law - Selling or giving alcohol to an individual less than 21 years of age (by a person other than parent or guardian) is a Class B misdemeanor, punishable by imprisonment for up to three months and/or a fine.

   b. Sale of alcohol and food:

      1. If beer is to be sold, you must hire a licensed catering service to cater the function and provide the alcohol for the event. The Alcohol Beverage Control Board legally defines the selling of alcohol beverages as: the charging of an entry fee, donations, cover charges, the purchase of other products for admittance, or the coordinated purchase of alcohol by an organization.

      2. Only state licensed catering services can provide liquor for sale.

      3. Sale of food at a “one-time event” where no alcohol is served, held at your house, requires no permit. If food is to be served on campus, contact Catering Services.

   c. Open Container Law

      It is illegal to transport (walk, drive, or carry) alcoholic beverages in an open container or consume alcohol in or upon any public sidewalk, street, highway, parking lot or public park within the City of Troy.

   d. Noise Ordinance – City of Troy (Chapter 201: Noise)

      [HISTORY: Adopted by the City Council of the City of Troy 8-4-1983 (Art II of Ch. 19 of the 1973 Code); amended 7-6-2000 by Ordinance No. 15. Subsequent amendments noted where applicable.]
§ 201-1. Legislative intent.

A. It is hereby declared to be the policy of the City to prevent excessive, unnecessary or unusually loud noises. It is further declared that the provisions and prohibitions hereinafter contained and enacted are in pursuance of and for the purpose of preserving, protecting and promoting the public health, comfort, convenience, safety, welfare and prosperity and the peace and quiet of Troy and its inhabitants.

B. This chapter shall be liberally construed so as to effectuate the purposes described in this section. Nothing herein shall be construed to abridge the emergency powers of any City department or the right of such department to engage in any necessary or proper activities. Nothing herein shall abridge the powers and responsibilities of any police department or law enforcement agency to enforce the provisions of this chapter.

§ 201-2. Exemptions from provisions.

This shall not apply to the operation or use of any organ, radio, bell, chimes or other instrument, apparatus or device by any church, synagogue or school.

§ 201-3. Unnecessary or unreasonable noises prohibited.

The creation of any unreasonably loud, disturbing and unnecessary noise is prohibited. Said noise shall be prohibited when it is of such character, intensity and duration or of a type or volume that a reasonable person would not tolerate under the circumstances and that is detrimental to the life, health or welfare of any individual or would cause or create a risk of public inconvenience, annoyance or alarm.

§ 201-4. Enumeration of prohibited noises.

The following acts, and the causing thereof, are declared to be loud, disturbing and unnecessary noises in violation of this chapter, but the enumeration herein shall not be deemed to be exclusive:

A. Horns, signaling devices. The sounding of any horn or other signal device on any automobile, motorcycle, bus or other vehicle while stationary, except as a danger signal when an approaching vehicle is apparently out of control, or if in motion, only as a danger signal after or as brakes are being applied and deceleration of the vehicle is intended; the creation by means of any such signal device of any unreasonably loud or harsh sound or the sounding of any such device for an unnecessary period of time.

B. Noisy vehicles. No person shall:
   (1) Use an automobile, motorcycle or other vehicle so out of repair, so loaded or in such a manner as to create loud, unnecessary grating, grinding, rattling or other noise;
   (2) Operate any vehicle in such a manner as to cause unnecessary noise by spinning or squealing the tires or revving the motor of such vehicle; or
   (3) Modify or cause to be modified the muffler, exhaust system or other noise control device of any vehicle in a manner that will increase the noise emitted by such vehicle above that emitted by the vehicle when newly manufactured, regardless of the date of manufacture. The noise-control devices of any vehicle operated in the City shall be maintained and in good working order. No person shall operate or permit to be operated a vehicle where the muffler, exhaust system or other noise-control device has been so modified or has not been maintained.
C. Recreational vehicles (including snowmobiles). No person shall operate, or permit to be operated, any motor-powered recreational vehicle not licensed for operation on public streets pursuant to the Vehicle and Traffic Law:

(1) On private property of another without the express prior written consent of the owner and the occupancy of said property. Such consent may be revoked at any time by the grantor thereof. Where such express prior written consent has been obtained, the operator or person at the site responsible for such operation shall keep said consent on his/her person and available for immediate display at all times during the period of such operation. Excepted from the operation of this subsection are any private clubs or other organizations that permit the operation of recreational motor vehicles on their property in connection with the principal use of said property by the members of any such club or organization;

(2) On any public grounds or property, including City- or school-owned land, which shall include but not be limited to parks, ball parks, and recreation areas;

(3) In such a manner as to create unnecessary noise so as to unreasonably disturb or interfere with persons in the peaceful and quiet enjoyment of their property; or

(4) In a careless, reckless or negligent manner so as to endanger the safety or property of any person.

D. Discharge of exhaust. The discharge into the open air of the exhaust of any steam engine, stationary internal-combustion engine, motor vehicle or boat engine or motor except through a muffler or other device which will effectively prevent loud or explosive noises therefrom.

E. Construction, demolition, excavation. The erection, including excavating, demolition, alteration or repair of any building other than between 6:00 a.m. and 9:00 p.m., except in case of an urgent necessity in the interest of public safety and then only with a permit from the Commissioner of Public Works, which permit may be renewed for a period of three days or less while the emergency continues.

F. Noise near schools, other institutions. The creation of any excessive noise on any street adjacent to any school, institution of learning, church or court while the same is in session, or adjacent to any hospital, which unreasonably interferes with the workings of such institutions, provided conspicuous signs are displayed in such streets indicating that the same is a school, hospital, church or court street.

G. Loading, unloading. The creation of a loud and excessive noise in connection with loading or unloading any vehicle or the opening and destruction of bales, boxes, crates and containers.

H. Hawking, peddling. The shouting and crying of peddlers, hawkers and vendors which disturbs the peace and quiet of the neighborhood and is unreasonable under the circumstances.

I. Drums, loudspeakers, similar devices. The use of a drum, loudspeaker or any other sound-producing instrument or device for the purpose of attracting public attention by the creation of noise, except where authorized by special permit to be issued by the Chief of Police, who shall make reasonable rules and regulations therefore.

J. Sound reproduction. No person shall operate, play or permit the operation or playing of any radio, television, phonograph, drum, musical instrument, sound amplifier or similar device which produces, reproduces or amplifies sound so as to produce unreasonable or unnecessary noise at any time, except for activities open to the public or for the public benefit and for which permission has been granted by the City.

K. Animals. No person shall keep, permit or maintain any animal under his/her control that causes unreasonable or unnecessary noise by continued barking, howling or other animal noises.

L. Shouting. No person shall shout, yell, call, hoot, whistle or sing on public streets or in public places in such a manner and for such a period of time as to be unreasonable under the circumstances.
M. Noise from tools, machinery and heavy equipment in the construction, repair or alteration of property. The use of domestic or industrial tools, machinery and equipment of any kind in construction, repair or alteration of property and resulting in loud grinding, hammering, sawing and similar noise shall be prohibited if said noise is unnecessary or unreasonable under the circumstances.

N. Noise in the conduct of any business. The creation of unreasonable or unnecessary noise in the operation, conduct and/or maintenance of any business, factory, plant yard or manufacturing establishment (except as otherwise provided in this chapter), including but not limited to excavating, blasting, grinding, breaking, crushing or processing of any substance (where permitted).

O. The operation of restaurants, taverns, bars and discos.
   (1) No restaurant, tavern, bar, nightclub, disco or other similar use, whether public or private, shall be conducted so that unreasonable or unnecessary music or other noise is caused by and/or emanates from said use.
   (2) Any owner, operator or proprietor of such a business use or the owner licensee or person in control of any private premises shall so limit the level of noise emanating from premises.
   (3) Further, it shall be the duty of any such person to disperse any assembly of persons loitering, drinking alcoholic beverages or otherwise engaging in lewd or disorderly conduct adjacent to or near the premises or to immediately notify the Troy Police of such conduct.

P. Fraternities and sororities, dormitories, private clubs, meeting halls, private residences. No noise from parties, entertainment, music or social gatherings of any kind, whether public or private, shall be such that noise caused by and/or emanating from said use can be heard:
   (1) Between the hours of 11:00 p.m. and 12:00 noon the following day, inside any residence, regardless of whether the windows of such residence are open; or
   (2) At any other time, if said noise is unnecessary or unreasonable under the circumstances. Editor’s Note: Original Section 19-21, Warning of violation, which immediately followed this section, was repealed 6-6-2002 by Ordinance No. 12.

§ 201-5. Penalties for offenses. [Amended 6-6-2002 by Ordinance No. 12]

If any party shall knowingly violate the provisions of this article or engage in conduct in violation of this article, he or she shall be guilty of a violation punishable by a maximum fine of $250 or by imprisonment for not more than 15 day, or both. Each incidence of any violation of a provision herein shall constitute a separate offense.

2. Institute Policy

a. Institute recognition of fraternities and sororities is based upon chapter’s complying with local, state, Rensselaer, and Inter/national policies. Fraternities and sororities are bound to the conditions of recognition and are responsible for events hosted in their facility.

b. Chapters not in compliance with local, state and Institute codes will not be permitted to host social events in their facilities and may be subject to loss of Recognition as a chapter at Rensselaer.
c. The Institute will take whatever action it deems appropriate, including revoking a chapter’s status of recognition for violations of local, state, and Institute policy for inappropriate conduct occurring on or off chapter property.

Additional Resources

Relationship Statement
The Statement of Relationship between Rensselaer Social Fraternities and Sororities can be found here: [http://www.rpi.edu/dept/doso/greek/relationship.html](http://www.rpi.edu/dept/doso/greek/relationship.html)

Inter/National Guidelines and Regulations


The North-American Interfraternity Conference (formerly known as the National Interfraternity Conference) has a long and storied history as a body that has assisted fraternal organizations to work together. On November 27, 1909, 26 fraternities met to discuss critical issues facing fraternities at that time. A formal organization was completed in 1910. In 1931 the organization's name was changed from Interfraternity Conference to National Interfraternity Conference. In 1999, the leadership again changed the name to North-American Interfraternity Conference to celebrate the membership of brothers in Canada.

Today, the NIC has 64 member organizations with 5,500 chapters located on 800 campuses in the United States and Canada with approximately 350,000 undergraduate members. A Board of Directors, comprised of 15 volunteers from member fraternities, leads the NIC. The headquarters and professional staff are located in Indianapolis, IN.


WHEREAS, the NIC unequivocally supports a legal, responsible, and safe lifestyle for undergraduate fraternity members;
WHEREAS, previously the NIC has taken a strong stance/positive action against hazing, sexism, and racism. In addition the NIC has endorsed the FIPG Risk Management Policy, which provides regulations/ guidelines for the legal, responsible, and safe use of alcohol;
WHEREAS, the NIC is dedicated to a quality undergraduate fraternity experience and therefore urges college administrators, campus Interfraternity Councils, and local fraternity chapters to adopt and implement the FIPG Risk Management Policy and provides leadership for a legal, responsible, and safe campus lifestyle for Greeks;
BE IT RESOLVED that the NIC adopts the risk management policy attached to this resolution;
BE IT FURTHER RESOLVED that the NIC work with university and college administrators and faculty, the campus IFC, and other interested organizations to implement this policy.
FIPG, Inc.  http://www.fipg.org/

The Risk Management Policy of FIPG, Inc. shall apply to all men’s and women’s fraternity entities and all levels of fraternity membership. The policy specifically addresses the issue of alcohol and social events as follows:

FIPG, Inc. Policy on Alcohol and Drugs

The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would view with the fraternity, must be in compliance with all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.

No alcoholic beverages may be purchased through chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the chapter. The purchase or use of a bulk quantity or common source of such alcoholic beverage, e.g. kegs or cases, is prohibited.

OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, shall be forbidden.

No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal “drinking age”).

The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would view with the fraternity is strictly prohibited.

No chapter may co-sponsor an event with an alcohol distributor, charitable, organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.

No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups or organizations.

All rush activities associated with any chapter will be a DRY rush function.

No member shall permit, tolerate, encourage or participate in “drinking games.”

No alcohol shall be present at any pledge/new member/novice program, activity or ritual of the chapter.

Panhellenic Association Alcohol Resolution

Alcohol Awareness (B-1977)
NPC recommends to the College Panhellenic that they sponsor appropriate programs on the abuse of alcohol and that these programs are made open to any interested student.

Alcohol-Free Facility (B-1997)
Member groups will encourage their collegiate chapters to co-host nonalcoholic events with men's fraternities that have implemented a substance-free housing policy. NPC member groups will publicize their support for the substance-free housing movement and encourage other national fraternities to join this important initiative.

Alcohol Funding (B-1991)
No Panhellenic funds shall be spent on the purchase of alcohol.

Alcohol Use at Philanthropic and/or Greek Events (B-2003)
NPC strongly discourages Panhellenic participation in events held for philanthropic purposes and/or for purposes of showcasing the Greek community when alcohol is provided, distributed or allowed to be present.

Alcohol-Free Social Activities (B-1998)
The member groups will work toward co-sponsoring only alcohol-free functions in men's fraternity facilities by the fall term of 2000.

College Panhellenic Alcohol-Free Social Activities with Student Organizations (B-2001)
NPC and its member groups will continue to promote and encourage chapters to have non-alcoholic events with student organizations as well as men's fraternity chapters.

College Panhellenic Day of Dialogue (B-2001)
Day of Dialogue, a campus and community discussion about alcohol was developed by Senior Student Affairs officers and Inter/national fraternity and sorority leaders. College Panhellenic are encouraged to organize a Day of Dialogue program on their campus.

College Panhellenic Position in Support of Alcohol-Free Activities in Fraternity Facilities (B-2001)
NPC encourages all College Panhellenic to adopt a position in support of alcohol-free social activities in fraternity facilities.

Joint Commission on Substance-Free Housing (8-1995)
NPC will support the aims and efforts of the Commission.

National Alcohol Screening Day (B-2000)
NPC will sponsor the National Alcohol Screening Day through mailings to College Panhellenic.

Product Identification (B-1991)
Encouragement of NPC member groups and College Panhellenic to discontinue use of Greek letters in conjunction with names and logos of alcoholic beverage companies.
Section I

EVENT MANAGEMENT AGREEMENT FOR RECOGNIZED FRATERNITIES AND SORORITIES AT RENSSELAER POLYTECHNIC INSTITUTE

Through the development of the Fraternity and Sorority Event Management Manual, the RPI Fraternity and Sorority community has made strides toward improving the standards of its member organizations. Adherence to chapter, state, Inter/national fraternity/sorority, and Institute rules and regulations surrounding the use and distribution of alcohol is a mandatory component of recognition as an organization at Rensselaer. Compliance with the Fraternity and Sorority Event Management Guidelines will dictate how an organization can proactively address alcohol-related issues.

By way of this agreement, I agree to adhere to the Fraternity and Sorority Event Management Manual at Rensselaer Polytechnic Institute. I have read, understand and will comply with these guidelines. I also understand that it is my responsibility to plan, organize, oversee and execute all events as outlined in the Fraternity and Sorority Event Management Guidelines. I understand that violations of these guidelines (which include NYS laws, Local laws, Fraternity and Sorority Inter/national rules, and Institute Policy) can be grounds for loss of Institute recognition.

Additionally, I agree that the Institute, Interfraternity Council, Panhellenic Council, and AIGC shall have no liability for the acts of any fraternity or sorority and my organization agrees to hold harmless, and indemnify the Institute, Interfraternity Council, Panhellenic Council and AIGC from any liability including vicarious liability, bodily injury, property damage or claims of any nature arising out of this agreement, the student judicial process, or any of the acts, errors or omissions of my organization.

I hereby acknowledge that I have received and read the Fraternity and Sorority Event Management Manual.

Please sign and return this form to the e Office of Fraternity and Sorority Affairs, 4600Academy Hall

Chapter: ____________________________ Date: ____________________________

Chapter President: (Print Name) ____________________________

Signature: ____________________________

Social Chair: (Print Name) ____________________________

Signature: ____________________________

Chapter Advisor: (Print Name) ____________________________

Signature: ____________________________
Section II

Social Responsibility Agreement Form

Whereas the Office of Fraternity and sorority Affairs, Interfraternity Council and Panhellenic Council was created to promote Greek Life and insure the sustainability of the Greek community at Rensselaer Polytechnic Institute,

And, Whereas _________________________________ Fraternity (herein Fraternity) has adopted the guidelines and principles of the OFSA, Interfraternity Council, Panhellenic Council and also wishes to insure the sustainability of the Greek community which includes self governance by Fraternities,

And, Whereas all parties understand that incidents and problems at one chapter house are a blemish on the entire Greek community,

And, Whereas, Fraternity understands that it is solely responsible for the actions of its own organization and the DOSO, OFSA, Interfraternity Council, Panhellenic Council and AIGC has no responsibility for the acts, errors or omission of Fraternity.

Now therefore in furtherance of the goals and principles articulated herein, the parties hereby agree,


2. The Institute, Dean of Students Office, Office of Fraternity and Sorority Affairs, Interfraternity Council, Panhellenic Council and Alumni Inter-Greek Council shall have no liability for the acts of Fraternity and Fraternity agrees to hold harmless, and indemnify the Institute, DOSO, OFSA, Interfraternity Council, Panhellenic Council and AIGC from any liability including vicarious liability, bodily injury, property damage or claims of any nature arising out of this agreement or the acts, errors omissions of Fraternity.

3. Fraternity understands that it may be subject to sanctions by DOSO and other judicial officers if Fraternity does not adhere to the guidelines it has pledged itself to abide by.

4. Fraternity and its’ members agrees to grant house access to Institute administrators or other appropriate authorities, not to harass, assault or intimidate and generally conduct oneself in a manner which brings credit onto oneself and its organization, in case of an emergency.

5. This agreement shall continue in force until such time when the chapter holds re-elections and a new President is elected or the agreement is terminated due to judicial sanction.

_________________________________________  ___________________________________________  ___________________________________________
Signature OFSA  Fraternity President Signature  Chapter Advisor

_________________________________________  ___________________________________________
Print Name  Print Name

_________________________________________
Date

_________________________________________
Fraternity Name

_________________________________________
Date
Section III

Event Application – Rensselaer Polytechnic Institute

The request to hold a social event must be received at least fourteen (14) Institute business days before the event.

requests permission to hold a social event.

Location: _______________________________ Date of Event: ______
Contact Cell Phone Number: ___________________________ Event Type: ______

Time of Event: ________________ ________________
From To

# of Invited Guests (Invitation List Attached): ______

# of Invited Guests Under the age of 21: ______

Alcoholic Beverages: □ Beer □ Wine

Non-Alcoholic Beverages: □ Kind(s)

Checklist:

☐ Sober monitors are identifiable

☐ List of monitors is posted at the door

☐ Attendees being permitted entrance to the event are listed on the invitation list as submitted to OFSA

☐ Uninvited guests are not permitted to enter

☐ Student ID plus a valid driver’s license, military ID, and passport are being checked

☐ A hand stamp or wristband is used to designate invited guests as 21 or over

☐ Event is not being held during Rush/New Member Recruitment period

☐ Event is not being held as a new member/pledge event

☐ A consistent supply of non-alcoholic drinks are supplied
Drinks containing alcohol are distributed appropriately and monitored consistently

Sufficient food is available and readily accessible

Event is limited to the common areas and/or large open space on ground floor as required for risk management

Event is not occurring outdoors

Outdoor area is being monitored and checked for excessive noise

All exits are clearly marked in case of emergency evacuation

The sponsoring organization agrees to comply with all NYS laws, City of Troy ordinances and Institute policies. It is understood that the sponsoring organization is responsible and accountable for all actions of their members and guests at the event. As the designated event contact of this organization, I acknowledge that I have read, reviewed and uphold the content of the Event Registration Form and am authorized to accept full responsibility for the event on behalf of my organization. I acknowledge that this organization, its membership, and advisor have read, reviewed and agree to the terms, guidelines and policies stated in the Fraternity and Sorority Event Management document, uphold Institute policies, and comply with NYS law and City of Troy ordinances.

Print Name: __________________________________________

Signature: _____________________________________________

Name of Organization: __________________________________

Email: ___________________________ Cell Phone: ________________

Event Contact(s):

<table>
<thead>
<tr>
<th>Name</th>
<th>Cell Phone</th>
<th>Email Address</th>
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<tbody>
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For Office Use Only:

Date Received: __________________________ Approval Date: __________________________

Copy Sent to Public Safety: _______________ Advisor Notification: _______________

Duty Dean Notification: ________________ Copied Form Picked Up: ________________