

## Event Policy

---

### University Policy

- All fraternity and sorority sponsored events regardless of location will be alcohol and drug free, including alumni or family events.
- All events must abide by the Samford Student Handbook and the Samford University Code of Values.
  - <https://www.samford.edu/departments/values-advocacy/>

### Scheduling Guidelines

- Organizations are not to plan activities conflicting with major university events.
  - These include but are not limited to: Connections Weekend, Homecoming Weekend, Family Weekend, Miss Samford, Commencement Exercises, Lighting of the Way, Step Sing, Summer Send Off, and home football games.
- Organizations will not be permitted to hold events after the conclusion of the last day of class for the semester including study days.
  - Study break events will be approved on a case by case basis by the Office of Greek Life through the event registration form.
- Organizations are unable to schedule three consecutive events back to back due to the large volume of scheduled events by all chapters, student organizations, and campus departments.
  - Example: If a chapter is hosting an event on Monday and Tuesday, the chapter cannot host an event on Wednesday. An event for the chapter could be held on Thursday.
  - Exceptions include, but are not limited to:
    - National new member education or ritual requirements
    - Recruitment practices during the primary recruitment period are an exception.
    - Tabling on campus
    - Profit share nights
    - Parent and family weekends

### Event Registration

- All events must be registered through the OrgSync event registration process and approved by the Office of Greek Life.
- All events must be approved by a chapter advisor with the exception of regularly scheduled chapter meetings.
- All events must be submitted and approved by the advisor and the Office of Greek Life by the following timelines:

- Events without a public safety officer – 10 days
- Events with a public safety officer – 21 days

### General Social Event Policies

- Campus Events
  - Outdoor events are subject to ordinances by Samford and the City of Homewood (Noise levels, closing times, parking, maximum occupancy, etc.)
  - Due to the Homewood, AL noise ordinance, all on campus outdoor events must end at 10:00p.m.
  - All campus events must abide by facility fire codes and may mandate smaller ratios based on the facility.
- Major social events:
  - Are defined as but not limited to: formals, semi-formals, date parties, etc.
  - Will only be held on Thursday, Friday, or Saturday evenings.
  - Are required to have a risk management plan. Risk management plans will be submitted through OrgSync’s event registration process.
  - Will not overlap with another chapter’s philanthropic event.
- Off Campus Events
  - All off campus events must end at 12:00 midnight.
  - Chapters hosting off campus events must remain within a **60-mile radius** of Samford University.
  - Off campus events are required to take place at an established place of business. The vendor must have proof of a business license from the Alabama Department of Revenue.
  - Chapters holding off campus events **more than 30 miles** away from campus must provide third-party transportation for their members and guests to and from the party.
  - Overnight events with individuals of the opposite sex present are strictly prohibited.
- Advisor Requirement
  - A university-approved advisor must be present at all organized major social events such as formals or date parties. Advisors must be present a minimum of 30 minutes.
  - Advisors must be a minimum of **five years (5)** removed from his/her graduation date.
  - Advisor contact information must be provided in the event registration submitted.
- Security
  - For every 100 attendees at an off-campus social or formal, a security guard from a licensed and bonded company is required.
    - An off-duty police officer and/or security provided by the venue will suffice in meeting this obligation.
    - Ex.) 100 or less = 1 security guard; 101 or more = 2 security guards, etc.

- On campus events such as parties must request the use of an off-duty Samford public safety officer. The officer will be paid for by the chapter for the duration of the event.
  - The Samford public safety officer will need to be requested 3 weeks in advance.
  - Contact Samford Public Safety Department at 205-726-2020

### **Behavior of Guests**

- The organization assumes full responsibility for the activities and behavior of all guests in attendance at its events.
- If situations arise proving damaging or embarrassing to person(s) in attendance, to the organization itself, or to the University, organizations will be subject to a values violation.
- Samford students are responsible for informing all guests of university policies.

### **Guest Lists**

- Guest lists for events should not exceed a two to one (2:1) ratio of guests to active members of the host organization.
  - Alumni and family events are exempt from meeting this ratio.
  - Philanthropy events are exempt from meeting this ratio, as long as building capacity regulations are followed.
  - All campus events must abide by facility fire codes and may mandate a smaller guest list.
- Guests list should be submitted to the Office of Greek Life the first business day after the event takes place.
  - Lists should be in the form of a sign-in sheet.
  - Lists should be submitted in an organized manner such as alphabetical order by first or last name.

### **Beverages and Food**

- Beverages such as soft drinks and water along with ample quantities of food must be provided at the expense of the host organization during events.
  - There shall be no costs to guests.

### **Tailgating**

- Greek organizations must abide by the guidelines and policies for tailgating as provided by Samford University in the link below:
  - <https://www.samford.edu/departments/event-planning/tailgate>
- Chapters are responsible for individual tailgate registration yearly.
- For more information on tailgating at Samford, contact the Department of Event Management at 205-726-2355 or e-mail [events@samford.edu](mailto:events@samford.edu).

## Posters and Publicity

- Greek organizations are expected to uphold the guidelines and policies for Posters and Publicity of Samford Student Handbook linked below:
  - <http://www.samford.edu/files/Student-Handbook.pdf>

## Violation

- If any organization violates this event policy, it will be subject to the necessary violations process outlined in the Student Handbook.
  - <http://www.samford.edu/files/Student-Handbook.pdf>
- The Office of Greek Life reserves the right to withdraw event privileges from organizations if a violation(s) occurs.