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/](https://www.samford.edu/departments/values-advocacy/)

Scheduling Guidelines

- Organizations are not to plan activities that conflict 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.
  - [https://www.samford.edu/events/calendar](https://www.samford.edu/events/calendar)
- 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.

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 submitted and approved minimum of 10 days prior to the scheduled event.
- All events must be approved by a chapter advisor with the exception of regularly scheduled chapter meetings.

General Social Event Policies

- Campus Events
  - Outdoor events are subject to ordinances by Samford and the City of Homewood (Things such as 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 event 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, and Saturday evenings.
  - Are required to have a risk management plan. Risk management plans will be submitted through OrgSync’s event registration process.
- Off Campus Events
All off campus events must end at 1:00 a.m.

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 bus transportation for their members and guests to and from the party.

- Fraternity summer recruitment events are exempt from providing bus transportation as well as the 60-mile radius limit.

Overnight events with individuals of the opposite sex present are strictly prohibited.

- **Chaperones**
  - A university-approved chaperone must be present at all organized major social events such as formals or date parties. The time present at the function is to be a minimum of 30 minutes.
  - Chaperone(s) can be the chapter advisor, advisory board members or any other alumni.
  - Chaperone(s) must be a minimum of **five years (5)** removed from his/her graduation date.
  - Chaperone(s) contact information must be provided in the event registration submitted.

- **Security**
  - For every 100 attendees at your off campus event, 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, should provide notice to Samford Public Safety for periodic check ins throughout the event.

**Behavior of Guests**

- Each organization assumes full responsibility for the activities and behavior of all guests in attendance at its events.
- If situations should 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 their guest(s) of university values and policies.
Guest Lists

- Guest lists for off campus major social events should not exceed a two (2) to one (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.
- 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

- During major social events such as formals or date parties, beverages such as soft drinks and water along with ample quantities of food must be provided at the expense of the host organization.
  - 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
- For more information on tailgating at Samford, contact the Department of Event Management at 205-726-2355 or e-mail 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:

Violation

- If any organization violates this event policy, it will be subject to the necessary violations process outlined in the Student Handbook.
- The Office of Greek Life reserves the right to withdraw event privileges from organizations if a violation(s) occur.