

FSILG Social Event Policy Working Group – June, 2016

I. Preamble

To ensure the safety of all members of the Fraternity, Sorority, and Independent Living Group (FSILG) community and their guests, FSILG leaders, the Association of Independent Living Groups (AILG), and the MIT Division of Student Life establish the following social event policy.

This policy was originally developed by the FSILG Assembly Management Working Group during the summer of 2014. This group met weekly and reviewed relevant policy documents from the Institute, the cities of Boston, Brookline and Cambridge, national fraternities and sororities, and consulted with the Chief of MIT Police. As charged by the Vice President/Dean for Student Life, this policy addresses the process for registering, approving and monitoring of social events for the FSILGs. Additionally, the committee developed a protocol to assure consistent communication of events with the Vice President/Dean for Student Life, AILG, House Corporations, and the respective student governing councils and other appropriate stakeholders as needed.

This is a living, evolving document. The initial version (5.0) was adopted by all the Student Governing Councils in August, 2014. The Working Group was reconstituted during December, 2014 and produced a revision called version 6.0, which the Councils adopted in **February, 2015**. All subsequent versions were reviewed and approved by the student governing councils and MIT.

In case of conflict between council and/or individual organization policies, this document will supersede others. Chapters are also responsible for adhering to their own inter/national organizations' policies as appropriate.

II. Event Types

All Social events are defined as those that would be considered a social event by a reasonable, objective observer. For the purposes of this document, members-only events, such as house dinners and house meetings, are not considered social events. Also annual FSILG events that do not have to be registered again are 1) the Panhellenic Association Formal Recruitment house tours and receptions held at the beginning of each fall semester as approved by the Panhellenic Association in consultation with the FSILG Office, and 2) the Reunion Living Group Open Houses held every June during Commencement weekend, since these are already registered with the Alumni Association.

Social events shall be registered through the on-line application and approved by the FSILG Office and the relevant governing council (i.e., the Interfraternity Council, the Panhellenic Association, or the Living Group Council). Social events shall be defined as one or more of the following event types:

1. **House Event without Alcohol** – An alcohol-free social event hosted on the property of an FSILG.
2. **House Event with Alcohol** – A social event hosted on the property of an FSILG where alcoholic beverages are consumed by attending members and/or guests.
3. **Special House Event** – These include exceptional occasions designed to commemorate a chapter or ILG’s milestones, or to advance a chapter or ILG’s philanthropic or educational goals. Such events include major Anniversary or Founder’s Day celebrations, faculty receptions, religious observances, Community Open Houses, and charity fundraisers.
4. **Third Party Vendor and Off-Site Events** – A social event held at a property other than the property of an FSILG.

III. Social Event Gathering Provisions

A. House Event without Alcohol

1. The maximum number of persons that may be present in the FSILG house shall be the greatest of 150 or three times the number of members present. No event can exceed maximum assembly number for that specific property as determined by an analysis of the state building code and kept on file with the AILG and FSILG Office.
2. A paid security detail is not required for events without alcohol.
3. No one in possession of alcohol or who is visibly under the influence of alcohol may be admitted to or remain at the event.
4. Organizations are responsible for ensuring that members or guests do not bring in or find ways to serve alcohol to guests, members, or individuals on the property where a dry event is being held.
5. Roof decks may not be used for this type of social event.
6. No more than 350 specific invitations may be extended to individuals outside of the MIT undergraduate, graduate, staff, and faculty community. For the purposes of this policy, pre-first year students are considered part of the MIT community.
7. Open invitations and mass advertising, either in print or through digital means, targeting individuals and/or communities outside of MIT is prohibited. Final determination of what constitutes an open invitation is determined by the appropriate Council Officer.

B. House Events with Alcohol

1. A primary contact/social event monitor shall be PartySafe trained and shall be in attendance and remain sober for the duration of the event. This person can be the same as the submitter who is registering the social event.
2. The maximum number of persons that may be present in the FSILG house during an event with alcohol shall be the LESSER of:
 - For FSILGs located in Boston, the residential occupancy (bed count) plus 49, OR
 - The total number of members of the FSILG present at the event PLUS two (2) guests per PartySafe trained member attending the event, OR
 - The maximum occupancy for that specific property as determined by an analysis of the state building code and kept on file with the AILG, OR
 - The maximum number established by the FSILG’s Alumni House Corporation, which must specify the limit in writing to the FSILG Office, OR

- 150 persons.
- 3. Roof decks may not be used for this type of social event.
- 4. No more than 350 specific individuals may be invited. Open invitations and mass advertising, either in print or through digital means is prohibited. For the purposes of this policy an invitation is defined as direct advertising to a specific person. Final determination of what constitutes an open invitation is determined by the appropriate Council Officer.

C. Special House Events

1. For Special House Events with alcohol: The event shall be registered and approved in writing by the Associate Dean/Director of the FSILG Office at least two weeks in advance of the event.
2. For Special House Events without alcohol: The event shall be registered and approved in writing by the Associate Dean/Director of the FSILG Office at least one week in advance of the event.
3. Special events must conclude before 11PM.
4. Any “after party” subsequent to the special event must also be separately registered under one of the other event types listed above.
5. An event in excess of 175 persons at which alcohol is served or is available shall have a paid security detail for the duration of the event. The security detail shall be paid for by the FSILG hosting the event and shall be confirmed with the FSILG office five (5) business days prior to the date on which the event is to take place. If a paid security detail is not secured, the Associate Dean/Director of the FSILG office will not approve the event.
6. A social event in which total attendance exceeds the maximum occupancy for that specific property as determined by state building code and issued by the AILG, or total attendance exceeds 249 persons, must receive a special event permit from the relevant municipality in addition to registering it through the on-line application and receiving approval from the FSILG Office and the relevant governing council. If the applicable municipal event permit(s) is not secured, the FSILG Office and the relevant governing council will not approve the event.
7. There is no invitation limit, unless specified by the Associate Dean/Director of the FSILG Office.
8. The service of hard liquor is prohibited.
9. Roof decks may be used for Special House Events, but only by explicit written approval of the Associate Dean/Director of the FSILG Office.
10. These events are subject to inspections if requested by the Associate Dean/Director of the FSILG Office or the Alumni House Corporation.

D. Third Party Vendor and Off-Site Events

1. The vendor must possess the appropriate licenses to allow for the event and, if applicable, the appropriate licenses to sell or serve alcohol.
2. The vendor must have a minimum of \$1,000,000 of general liability insurance, and name the Institute and the FSILG as additional insured.

3. Any event in a non-FSILG property must adhere to all of the rules and regulations of the vendors. **Social Event Registration**

A. Eligibility

To be eligible to register and host a social event, an FSILG shall:

1. Have a complete current student membership roster, as defined by the FSILG Office, on file with the FSILG Office and the relevant student governing council.
2. Have the contact information for the FSILG leadership, as defined by the FSILG Office, on file with the FSILG Office and their governing council.
3. Have a complete FSILG house resident roster, as defined by the FSILG, on file with the FSILG Office and the relevant student governing council.
4. If hosting an event with alcohol in an FSILG property, have at least two-thirds of its current student membership, including new members, be PartySafePlus trained, as determined by the Community Development and Substance Abuse staff.
5. Abide by all Institute policies, including the *Expectations of Citizenship and Recognition of FSILGs* and *Approved Institute Housing* policies.
6. Have a list of all members who are PartySafe trained on file with the FSILG Office and the relevant student governing council. This list must be updated within the first weeks of the Fall and Spring term
7. Not have any social sanctions from the relevant Governing Council or MIT.

B. Registration Timeline

1. Events that do not require a paid security detail and/or municipal approval shall be registered by 3:00 pm on the Thursday immediately preceding the date on which the event is scheduled to occur. Same day registrations are not permitted.
2. Events to be held on Thursdays must be registered by 3:00 pm on the prior Thursday.
3. Special House Events shall be registered per section III. C.
4. Events that require a paid security detail or municipal approval shall be registered seven (7) calendar days prior to the date on which the event is scheduled to occur. As defined above, the presence of the paid security detail, if required, shall be confirmed with the FSILG Office at least three (3) business days prior to the date on which the event is scheduled to occur.

C. Registration Process

1. All event registrations require the following information to receive approval:
 - FSILG Name
 - Event start date/time
 - Event end time
 - Event type (With alcohol/Without alcohol)
 - Event description
 - Event location (FSILG House/Elsewhere)
 - Event address (Full address)
 - Number of guests attending
 - Number of members attending
 - Number of members attending who are party safe trained
 - Total number of attendees

- Name of submitter
 - Phone number of submitter
 - Email of submitter
 - Name and phone number of the primary contact/social event monitor for the event
 - House President
 - Designated Alumni Advisory Board Member or House Corporation President
2. All members of the Interfraternity Council (IFC) shall also comply with rules and regulations within the Risk Management Guidelines, this document, and other relevant documents enumerated in the IFC Constitution.
 3. All members of Panhellenic Association (Panhel) and the Living Group Council (LGC) shall also comply with rules and regulations of their respective councils.
 4. Notification of the social event registration for an FSILG will be emailed to a designated member of that FSILG's alumni/ governing board. Unless otherwise specified, the President of the governing board shall be the designated individual.
 5. All events shall be properly registered according to the guidelines in this section in order to be considered for approval.
 6. A list of all registered events for the FSILGs shall be distributed by the FSILG Office to the following MIT entities by the close of business day Thursday:
 - Dean On-Call responders
 - Residence Hall Housemasters
 - Vice President/Dean for Student Life
 - Senior Associate Deans for the Division of Student Life
 - MIT Police Department
 - Student governing councils
 - FSILG Office staff

IV. Management Requirements for House Events with Alcohol

A. Guest Management

Open parties, meaning those with significant unrestricted access by non-members of an FSILG without specific invitation where alcoholic beverages are present, are prohibited.

1. Events with alcohol must have guest lists.
2. At least two-thirds of the guests in attendance at a particular event must have specific invitations that were extended at least 24 hours prior to the start of the event, and whose names are present on a written guest list prepared in advance of the event.
3. All guests must provide photo identification with proof of age and sign the guest list prior to entering the event.
4. No more than 350 specific individuals may be invited. Open invitations and mass advertising, either in print or through digital means is prohibited. For the purposes of this policy an invitation is defined as direct advertising to a specific person. Final determination of what constitutes an open invitation is determined by the appropriate Council Officer.
5. No lines or crowds of individuals are permitted outside of the door.

B. Social Event Monitors

Monitors must be present at all events with alcohol, remain sober for the entirety of the event, and must be at least 18 years of age. It is required to have one monitor for every 15 guests.

C. Alcohol

The service of hard liquor is prohibited. No common source alcohol (e.g. kegs) will be permitted. House or institutional funds may not be used to purchase alcohol. All alcohol should be maintained in a centralized distribution location, and no other location can be used to distribute alcohol to guests. For additional information, please refer to the guidelines of PartySafe training.

D. Proof of Age

Proof of age must be checked at all entrances to an event at all times. Those attendees that are 21 years of age or older must wear a wristband at all times.

E. Guest List

A complete list of all attendees must be kept for the duration of the event. This list must be updated for arrivals and departures and should be an accurate representation of attendance at all times. A complete guest list must have a full name, a university of origin, and an indication of who is 21 or over. There should be a time entered on the list. Members of the organization who are present for an event must also be signed in on the guest list but do not count against the 350 invitations of an FSILG.

V. Inspection Procedures for House Events with Alcohol

A. Visitation and Follow Up

1. **Expectations:** To assist the FSILGs in holding house events with alcohol, Risk Management Consultants (RMCs) shall be the event inspectors and on-call Graduate Resident Advisors (GRAs) shall be a follow-up resource and provide back-up support. The RMCs all receive special training from the IFC and appropriate MIT professional staff.

IFC RMCs will be available to other non-IFC FSILGs and paid for based on an agreed-upon set rate between the organization and the IFC.

The goal of these inspections is to ensure that each house event with alcohol follows the required protocols outlined in all applicable risk management guidelines as well as compliance with all maximum occupancy numbers as outlined in this document.

The RMCs will conduct their inspections with a focus on assisting FSILGs to resolve any issues they may have in complying with the regulations set forth by MIT, the relevant student governing council, and the municipalities in which they reside. The RMCs will ensure that events do not exceed established maximum capacities as set forth herein and support the work of individual FSILGs to follow the relevant student governing council's risk management guidelines.

The on-call GRA will act as the follow-up resource for the RMCs. If after a reasonable period of time, the RMC determines a policy violation has not been corrected, the on-call GRA will respond to the event. The GRA is authorized to immediately cancel the event.

Pending the outcome of the relevant council's judicial process or any proceedings before MIT's Committee on Discipline, the Vice President/Dean for Student Life or their designee may take any interim action including random inspections by the DSL staff. If, after completion of the relevant council's judicial process or any proceedings before MIT's Committee on Discipline, an organization is found to have violated this policy then it may be inspected at random by a staff member of the DSL for the duration of its sanction period, or twelve calendar months, whichever is longer.

2. **Training and Compensation:** RMC training will be conducted by the IFC and the FSILG Office, and will include information about the RMC relationship with the on-call GRAs and how they will support each other in their duties, as well as training on the electronic reporting system.

As the on-call GRAs will perform additional duties in addition to those of their day-to-day tasks at their own group, additional training is required for all those involved.

Training topics include, but are not limited to:

- Emergency Response
- Head Count Technique
- Confrontation and Mediation
- Risk Management Best Practices
- Objective reporting standards & expectations for timely reports

These trainings are mandatory for all GRAs participating in the program, and will be coordinated by a staff member from the FSILG Office, as well as relevant stakeholders (MITPD, Student Support Services and appropriate student council officers needed to provide expertise in other areas). Such training will take place at the beginning of the fall semester, with additional trainings held as needed.

On-call GRAs will be compensated by the FSILG Office. Their compensation will be based on the number of events being held that evening at a rate of \$100 per night plus \$25 per house they visit. No GRA may serve as the on-call GRA for an event occurring at his or her own FSILG.

3. **Specific Duties:** The designated RMC(s) for a specific day or night on which events are held in accordance with this policy are responsible for inspecting each registered event at least once during the duration of the event. The RMCs and the GRAs will use the following checklists to assess the organization's event compliance.
 - i. Outside Observations Checklist
 - Is there a line formed outside the door of more than 5 people?
 - Can you hear music outside the house?

- Are there any visibly intoxicated people loitering around or seen entering the house?
 - Is there a door person who manages the entry to the house?
 - How many door people are there?
 - Are there cups, glassware, and/or alcoholic beverages outside the house?
 - Are the organization's members outside the house (if any) sober?
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- ii. Inside Observations Checklist
- Is there a desk worker who consults a guest list before letting people into the social event?
 - Is the desk worker present and sober
 - Are the social event monitors present and sober?
 - Does the desk worker ask people to sign in with their name and ID?
 - Does the desk worker (or door) know how many people are in the house right now?
 - If so, is the number lower than the allowed number of people?

Inspection Reports

Successful Inspections - The RMC will fill out the checklist and file a report electronically to the appropriate student governing council and the FSILG Office. Reports will be compiled monthly by the FSILG Office and submitted to the respective alumni/ governing board.

Inspections with Reservations - The RMC will inform the FSILG's primary contact/social event monitor, who will be expected to take immediate corrective action to address the violations. The RMC will return at a later time during the event to check on these changes. If the violations have been addressed, the RMC will file the report promptly (within 24 hours) with the relevant student governing council and the FSILG Office, making note of the violations that occurred and the corrective action, if any, that was taken. The RMC may request the GRA accompany him/ her for the second visit.

Failed Inspection - If upon return to the event, the RMC finds that the violations have not been corrected, the RMC will notify the on-call GRA, who has the authority to cancel the event. If necessary the on-call GRA will request MIT Police to clear the event. Once the event has been successfully cleared, the on-call GRA will file a report with the FSILG Office, the alumni/ governing board, and the appropriate student governing council for adjudicatory follow-up.

4. **Communication/Reporting Structure:** On the day or evening of the event inspection, the RMC is required to submit reports directly to the FSILG Office staff and the appropriate student governing council's executive board.

In the event that an organization has failed its inspection twice, the on-call GRA shall notify the organization's student president and the FSILG Office that they are cancelling

the social event. If needed the on-call GRA will notify MIT Police and the Dean on Call. Within 24 hours, the on-call GRA will file a written report with the FSILG Office, the FSILG organization, the alumni/ governing board, and the relevant student governing council's judiciary board with the following information:

- Unmet checklist criteria
- Timeline of contact with organization
- Names of members who the RMC and/or the on-call GRA contacted
- Factual recount of the event

All reports shall be based on objective criteria as noted in this document and in all applicable risk management guidelines.

In the event of any report of a Failed Inspection, the FSILG Office and the relevant student governing council will conduct a review of the actions of the RMC and on-call GRA to evaluate the function and effectiveness of the RMC/GRA inspection process.