

THE UNIVERSITY OF ALABAMA



SOCIAL EVENT GUIDELINES FOR STUDENT ORGANIZATIONS

****Please refer to [The University of Alabama Addendum to the Social Event Guidelines for Student Organizations for new COVID-19 specific restrictions](#)**

* Please visit the [Office of Student Involvement's website](#) for the most updated version of these Guidelines.

SOCIAL EVENT GUIDELINES

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The purpose of the Social Event Guidelines is to support students as they sponsor events, encourage the development of leadership skills when planning and hosting social events, and help create a safe social environment for the University and surrounding community.

****PLEASE READ & UNDERSTAND THESE GUIDELINES****

Student organizations that wish to sponsor an event must comply with these Guidelines and all relevant [University policies](#), including, but not limited to, UA’s Drug-Free Campus and Workplace Policy, the Alcohol & Other Drug Policy for Students, Hazing Policy, Sexual Misconduct Policy, and Code of Student Conduct. Student groups should also comply with appropriate local, state, and federal laws as well as fire and police department rules and directives. Additionally, student groups should strictly follow any inter/national or local policies associated with their specific organization or governing bodies, including, among others, risk management and alcohol policies.

Any potential violation of these Social Event Guidelines should be promptly reported to the Office of Student Conduct, where it will be addressed pursuant to the Code of Student Conduct.

Any individual student and any student group or organization that violates any of the provisions in the Social Event Guidelines or policies governing student conduct shall be subject to all of the disciplinary provisions of the Code of Student Conduct and, depending on the violation, may also be personally subject to separate criminal and/or civil liability.

In addition to any disciplinary action by The University of Alabama (hereinafter “the University” or “UA”), student groups, or organizations that are member organizations of either local or inter/national groups governed by inter/national organizations may also be subject to disciplinary action by those local or inter/national councils or groups for violations of these Guidelines.

I. DEFINITIONS

For the purpose of these Guidelines, the terms listed below shall have the following meanings unless a different meaning is clearly indicated by the use of the term in the text.

- A. **“Guest” or “Attendee”** shall mean a person who is invited by the student group that is hosting the social event as well as any individual accompanying the guest. A guest or attendee may also be a member of the group.
- B. **“Member”** shall mean those individuals who are considered actives, pledges, new members, or are otherwise associated with the student group pursuant to the group’s constitution or by-laws.
- C. **“Social Event” or “event”** shall be defined as any on-campus event planned, sponsored, promoted or funded by a student group that is inherently social in nature, including any event sponsored by an alumni/alumnae/graduate group that is promoted by or held in conjunction with the undergraduate or graduate student group. These events are permitted for a maximum of four hours. Activities of expression (e.g., demonstrations, etc.), which would generally not qualify as a social event under these guidelines, are governed by the University’s Facility and Grounds Use Policy.
- D. **“Philanthropy”** shall be defined as any event not including alcohol that is intended for the purpose of raising awareness and/or monies for a non-profit organization or a cause aimed to better the community. The event may or may not involve participants from the community, who are part of the non-profit or the cause being supported.
- E. **“Student Groups,” “organization” or “student organization”** shall mean any group of students who have complied with the University’s formal requirements for recognition as a student organization.
- F. **“Responsible contact”** shall mean members of an event sponsoring organization that will be present and 100% sober for the duration of an event. Responsible contacts cannot be pledges, new members of the organization, or members in their first semester of membership. Responsible contacts must be clearly identifiable and distinguishable from other attendees (e.g., easily identifiable hats, shirts, vests, etc.). Responsible contacts are expected to oversee the health and safety of the event attendees and the proper implementation of these guideline for the duration of the event. Responsible contacts are to remain completely sober prior to and during the event, and, except in the event of a safety emergency, must remain on site for the entire event (shifts are not acceptable).
- G. **“Common Source”** shall mean any bulk quantity, common container, or freely available alcoholic beverage (e.g., beer, wine, liquor, or punch) that is provided by a student group, member, or guest and that is made available for consumption by any member or guest at a social event. Possessing, furnishing, consuming, or serving from a common source of alcohol is strictly prohibited. A common source shall not include “cash bars” operated by a licensed third party vendor that comply with these guidelines.
- H. **“Swaps”** shall be defined as a social events co-sponsored by two registered social/fraternal student organizations.
- I. **“Third Party Vendor”** shall mean an entity that is properly permitted, licensed, and/or certified by the appropriate local and/or state authority, which may include the Alabama Alcohol Beverage Control (ABC) Board and the City of Tuscaloosa. This might involve, among other things, both a liquor license and a special event license to sell on the premises where the function is to be held. Third party vendors must comply with all UA policies and the requirements of these Guidelines, which may require, among other things, completing a Permissive Use Agreement and/or UA Third

Party Vendor Agreement.

- J. **“BYOB (Bring Your Own Beverages) Events”** shall be any event approved to have alcohol present, where event attendees furnish alcohol for their personal consumption. Each attendee may only bring a maximum of six (6) twelve (12) ounce cans/plastic bottles of beer/wine coolers/malt beverages that are below 15% ABV.
 - K. **“Structure”** shall mean something that could be erected for use at a social event, including, but is not limited to, stages, boardwalks, tiki huts, canopies, viewing platforms, decks, temporary walls, bars, and bar tables.
 - L. **“Decorations”** shall be defined as lawn or house adornments, including, but not limited to, signs and/or banners used to promote events.
 - M. **“Inflatables”** and **“amusement devices”** shall be defined as items designed for the entertainment of event participants and/or that require physical strength, agility, or coordination. These include, but are not limited to, water slides/slip-n-slides, bungee run, Velcro wall, gladiator arena, dunk tank, mechanical bulls, bungee trampoline, and rock climbing walls.
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II. REGISTRATION OF ON-CAMPUS EVENTS

A. Conditions Requiring Registration

1. Events to be registered with the Office of Student Involvement through the online event registration form include, but are not limited to, the following:
 - (a) Events featuring live or recorded musical entertainment or amplified sound, including, but not limited to, band parties;
 - (b) Events defined as swaps, as well as formals, theme parties, step performances, philanthropies, and other events as specified;
 - (c) Events involving 50 or more attendees in addition to the student organization’s members;
 - (d) Events utilizing any outdoor campus property;
 - (e) Events creating potential traffic congestion;
 - (f) Events presenting a potential health or safety hazard;
 - (g) Events providing food to 50 or more members or guests; and
 - (h) Events involving sales, fundraising, and/or the value exchange of items or services.
2. Student organizations are limited to hosting a total maximum of fifteen (15) on campus social events with alcohol during each academic semester (i.e., fall and spring semester).
3. The University reserves the right to limit the number of events requiring the assistance of the University of Alabama Police Department (UAPD) or approved security personnel contracted by a student organization for an event approved by the Office of Student Involvement based on the number of events scheduled at any given time. In addition, UAPD reserves the right to disallow any security personnel or vendor from operating on campus at its sole discretion.
4. An organization required to contract a private security vendor for an event must do so in compliance with the Office of Risk Management’s [Security Vendor Program](#)
5. Registration with the Office of Student Involvement of a social event is policy the responsibility of the student organization(s) sponsoring the event.
6. For policies pertaining to events that do not qualify as “social events” by the definition outlined in this document, please refer to the Student Organization Handbook (thesource.ua.edu). Additionally, other University policies and procedures may apply to

the scheduling and/or approval of social events (e.g. Facilities & Grounds Use Policy, etc.).

7. Any events held in, on, or around University residence hall(s), grounds, apartments, small group housing, or University contracted housing must seek additional approval from the Executive Director or Director of Housing and Residential Communities (HRC) at least ten (10) University business days in advance of the event.

B. Registration Process

All social events must be registered through the Office of Student Involvement online event registration form, at least **seven (7) University business days prior to the date the event is scheduled to take place**. Events will be considered on a first come first serve basis.

1. **Events registered less than seven (7) University business days prior to the scheduled event date may not be approved, regardless of the amount of money the group has already invested in the event.** Any event that is registered late is not guaranteed to be approved and, absent extraordinary circumstances, no event submitted less than three (3) University business days before the scheduled event day will be approved. If an event registered less than seven (7) University business days before the event date is approved to move forward, the following fine structure will apply:

First late event registration within an academic year (fall/spring semester)	No fine
Second late event registration within an academic year	\$2 fine per member (e.g., a group with 50 members will owe a \$100 fine / \$2 x 50 members)
Third late event registration within an academic year	\$3 fine per member
Fourth late event registration within an academic year	\$4 fine per member
Fifth late event registration within an academic year	The event will not be allowed to go forward unless the Dean of Students or designee, in their sole discretion, determines mitigating circumstances occurred. If an event is allowed to proceed, there will be a \$5 fine per member .

- (a) If an organization is approved to host an event registered less than seven (7) University business days prior to the event, then, in addition to paying applicable fines prior to the scheduled event, the organization may be required to meet with a representative from the Office of Student Involvement to discuss how to prevent future late registrations.
 - (b) Any organization found responsible for hosting an unregistered event will be referred to the Office of Student Conduct, where it will potentially be subject to sanctions.
2. **For safety and security reasons, the University may, in its sole discretion, limit the number of registered events allowed to take place at one time on campus. In instances where multiple events are registered and the University deems it necessary to limit the number of registered events for a given time, appropriate events will be allowed to go forward in the order they were registered. Stated differently, the University will begin with the last event registered and begin**

denying events in reverse chronological order until the proper number of events is reached. In order to reduce the likelihood of having an event denied, organizations should register events with as much notice as possible.

3. The University also reserves the right to shut down or otherwise regulate any registered event if, based on information available at the time, University officials, using their discretion, feel that the event is being conducted in a manner inconsistent with the way in which it was registered and/or if a safety or security concern reasonably exists. If a group is found to be operating an event in a manner inconsistent with the way the event was registered, the group (and possibly individual members) will be referred to the Office of Student Conduct.
4. Social events with an estimated attendance of 50 guests in addition to the student organization's membership will be subject to a \$125 registration fee. The assessment of the registration fee will be determined by the University based on resources, support, and/or additional needs as determined by the University. If alcohol will be present at the event, the organization must pay an additional \$50 alcohol fee for each event.
5. Student organizations must submit fees (and any applicable fines) associated with their event in full by noon on the business day before the scheduled event date. Fees will only be accepted if submitted to the Office of Student Involvement, 3610 Ferguson Center, in the form of a check addressed to the University of Alabama. Failure to submit any outstanding fee balance may result in the cancellation of the associated event.
6. Events are reviewed by multiple, relevant UA departments before official approval is provided to the organization. Because many departments and functional areas are involved in the registration and approval of events on campus, there are additional University of Alabama policies not summarized in this document that may impact the approval timeline and content of on-campus events. Student organizations are encouraged to submit events as soon as possible and remain flexible through the event planning process to ensure that all University of Alabama policies are followed and respected.
7. All organizations holding events on campus, including, but not limited to those that lease and/or own property on the University of Alabama campus, are required to have health and safety inspections prior to approval for each registered social event. Following receipt of a properly submitted online event registration form, appropriate inspections of the facility will occur focused on health and safety. For instance, the Office of Environmental Health and Safety (EHS) personnel will conduct a safety inspection of the premises where appropriate. Organizations will be given time to rectify any violations, but final approval to move forward with the event will only occur after the location has successfully passed inspection. Organizations should contact EHS at 205-348-5905 to schedule health and safety inspections (ehs.ua.edu).

III. STANDARDS & RESTRICTIONS FOR SOCIAL EVENTS

A. Days & Times

1. As noted in the chart below, the Office of Student Involvement will not register events at which the presence of alcohol is planned or anticipated during Sunday through Wednesday. For Thursday and Friday social events, music (both indoor and outdoor) and/or the consumption of alcohol will only be permitted between 9:00 p.m. and 1:00 a.m. Saturday social events with music (both indoor and outdoor) and/or the consumption of alcohol may be registered between 1:00 p.m. and 1:00 a.m., subject to the duration restrictions set forth below.
2. **Events with alcohol cannot last for longer than a four (4) hour time period** and are allowed only during certain times, as noted in the chart below.
3. Multiple events with alcohol cannot be registered on the same day.
4. Multiple events occurring on the same day, but at different times require a 4 hour break between events and a separate registration and approval for each event.
5. All amplified music/sound must stop thirty (30) minutes prior to the conclusion of all registered events.
6. The sale and/or distribution of alcohol must cease no later than thirty (30) minutes before the scheduled conclusion of an event
7. Philanthropy events may be held any day during the week from 8:00 a.m. to 8:00 p.m., as long as they do not interfere with classes or specified event blackout dates. Any event exceeding this time frame must receive an exemption from the Office of Student Involvement.
8. Events may not take place during the following times:
 - (a) During the three (3) day period preceding final exams or for the duration of final exams for the fall and spring semesters or during the two (2) day final exam period of the summer term;
 - (b) Before 5 p.m. on Honors Day (with limited exceptions);¹
 - (c) On days when the University of Alabama is closed for regular business, including, but not limited to, holidays, fall break, winter break, spring break; and
 - (d) Before the Thursday of the first full week of classes in a semester. Events with alcohol will not be allowed until the organization has completed appropriate alcohol training.
9. Exceptions to these guidelines, including the approval of events not otherwise allowed or provided for, may be made with approval of the Vice President of Student Life (or designee).

¹ Any events registered to take place before 5:00 p.m. on Honors Day must be educational in nature and/or for the purpose of celebrating academic achievement in connection with Honors Day activities.

Day	Events W/O Music: Allowable Timeframe	Indoor Events with Music: Allowable Timeframe	Outdoor Events with Music: Allowable Timeframe	Alcohol Allowed*
Sunday – Wednesday	5:00 p.m. – 11:30 p.m.	5:00 p.m. – 11:30 p.m.	1:00 p.m. – 5:00 p.m.	No
Thursday	5:00 p.m. – 1:00 a.m.	5:00 p.m. – 1:00 a.m.	Not allowed	Yes
Friday	5:00 p.m. – 1:00 a.m.	5:00 p.m. – 1:00 a.m.	5:00 p.m. – 1:00 a.m.	Yes**
Saturday	1:00 p.m. – 1:00 a.m.	1:00 p.m. – 1:00 a.m.	1:00 p.m. – 1:00 a.m.	Yes

* Alcohol is not allowed at philanthropy events, recruiting events, or any event where an admission fee is charged.

**Alcohol is not allowed at events before 9:00 p.m. on Fridays.

B. Alcoholic Beverages at Social Events

A student organization that is hosting or sponsoring a social event at which alcoholic beverages will be consumed shall comply—and ensure their event attendees comply—with the following:

1. Beverages with an Alcohol By Volume (ABV) over 15% (e.g., liquor that is over 30 proof, etc.)² and/or beer and malt beverages that are produced containing a combination of caffeine and alcohol are only allowed at a registered event if served to individuals of a legal age by a licensed and insured third party vendor in compliance with all UA policies and local, state, and federal laws related to the sale or distribution of alcohol.
2. **Non-alcoholic beverages, which must include water, and non-salty foods must be visible, easily accessible, free, and attractively displayed. Food and water must be available at the commencement of the event and be replenished as necessary throughout the event.**
3. A process should be put in place to confirm the age of every event attendee *before* their entrance into the event (e.g., check the government issued drivers license or ID of each attendee as they enter). Each group must use *both* of the following procedures for identifying those under and over 21 years of age as they enter the event. Individuals who are **under 21** years of age must have a large, black “X” written on the back of both hands with non-water solvent ink (i.e., a permanent marker) as they enter the event. Individuals who are **over 21** years of age may receive a wristband upon entrance to the party. The wristband must be placed in such a manner that it cannot be easily removed or transferred to another individual.
4. For the duration of a social event, post contact information for available transportation from the event near the event’s main exit. Such information should also be provided to any attendee who requests transportation

² The ABV of most alcoholic beverages is located on the bottle or can. The ABV of liquor can generally be calculated by dividing the proof of the bottle by two. For example, alcohol that is labeled as “80 Proof” has an ABV of 40%.

5. Social events at which alcoholic beverages will be present shall be sponsored, hosted or held on a “bring your own beverage” (BYOB) basis. Organizations wishing to make alcohol below 15% ABV available to members and guests who are of legal drinking age may do so by hiring a licensed, third-party alcohol vendor to operate a cash only bar. Common sources are prohibited at social events.
6. Alcoholic beverages may be brought to an approved BYOB social event by a member or guest for personal consumption, as long as access is restricted (e.g. ticket check system or locked cooler). All BYOB events must be in compliance with FIPG (Fraternal Information and Programing Group) BYOB polices, including but not limited to, a guest may only bring a maximum of six (6) twelve (12) ounce cans/plastic bottles of beer/wine coolers/malt beverages.
7. The sale and/or distribution of alcohol must cease no later than thirty (30) minutes before the scheduled conclusion of an event.
8. The use of glass containers (e.g., bottles, glasses, etc.) during social events is prohibited.
9. No alcoholic beverages may be purchased through or with social/fraternal organization 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.
10. No member or pledge, associate/new member or novice shall permit, tolerate, encourage or participate in “drinking games,” nor shall any member or pledge, associate/new member or noivce facilitate or encourage participation in “drinking games.” The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one’s age, “beer pong,” “century club,” “dares” or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
11. No organizational or philanthropic fund-raising event will be approved if alcohol is present. Any event that has an admission charge will be deemed fund-raising and require additional security. The organization is responsible for the expense of the additional security.
12. **All recruitment, rush or membership intake activities associated with any organization will be non-alcoholic.**

C. Guests/Attendees

1. Social events sponsored by student organizations must be limited to members and invited guests with a valid driver’s license or government issued ID demonstrating that they are 18-years of age or older. **Individuals attending high school or younger, regardless of age, are not permitted at registered social events with alcohol unless accompanied by a parent or legal guardian.**
2. Open parties are expressly prohibited. An “open party” shall mean the sponsoring organization fails to control who enters and participates in the event and/or does not have a reliable method to check IDs, maintain and enforce an invitation list, or limit access by non-members.
3. Groups are encouraged to develop an alphabetized invitation list for use by security personnel and the responsible contacts to manage access to the event. The number of

individuals on the invitation list should not exceed the approved capacity, the number of attendees reported during the event's registration, or any guest or invitation limitations of your groups inter/national governing organization. A template for an event invitation list is available on The Source's website.

4. A sign shall be conspicuously displayed at the event entrance indicating the event is restricted to members and their invited guests, stating the ending time of the event, and that no glass bottles are allowed.
5. Unless first approved in writing by a representative of the Office of Student Involvement, any form of public advertising on-campus, off-campus, or online (e.g., social media, etc.) to encourage attendance at social events is strictly prohibited. This includes the websites and social media pages of any invited performers, musical acts, or contracted vendors.
6. Any individual who reasonably appears overly intoxicated upon arrival should not be allowed to enter the event. Any event attendee who reasonably appears overly intoxicated at any time during the event should be appropriately removed from the event immediately. Anyone that reasonably appears overly intoxicated should, if needed, be provided with access to medical attention or other appropriate assistance. **If an individual is non-responsive or there is any alcohol or substance abuse related health concern, a call should be placed to UAPD at 205-348-5454 immediately. Organizations are responsible for the safety and actions of all event attendees.** Organizations are encouraged to utilize The University of Alabama's Medical Emergency Assistance Policy for any student in need of medical assistance.
7. Organizations must take appropriate measures to ensure that the crowd at their event, both inside and outside of the house or facility, does not exceed the occupancy limit(s) outlined for the space that are set by EHS or other appropriate officials. Organizations should work with EHS to determine maximum capacity for each event based on the scope of the event, event setup, and the locations at which the event will take place. **Organizations must develop a plan with hired security to prevent attendance at the event from exceeding maximum occupancy for the designated space.**
8. For safety reasons, no organization may host an event that exceeds the maximum fire code capacity for the house or facility at any given time (i.e., if the party reaches this maximum capacity, the entrance must be closed and new attendees are not allowed to enter until the corresponding number of attendees exit the event). Assuming it falls below the established occupancy limits and does not conflict with a groups inter/national requirements, the standard maximum capacity for any event will be five hundred (500) people. EHS may assess and potentially provide a greater maximum capacity numbers for a specific house or facility based on the setup of the event. EHS will retain ultimate discretion on the absolute maximum capacity of any event based on established occupancy limits and other relevant factors.

D. Event Management & Security

1. Any organization hosting an event at which alcohol will be present must provide security for that event. Depending on the nature of the event and the estimated crowd, security may or may not be required for events without alcohol. Such a determination shall be made by EHS, in consultation with other University partners.

2. For all events requiring security under these Guidelines, organizations are required to use a security vendor registered with the University Security Vendor Program, which have represented they meet all statutory requirements set forth in ALA. CODE § 34-27C-1 et seq. Additional information is available on the University's [Security Vendor Program webpage](#).
3. The number of security personnel required for an event will be determined by the following:
 - (a) A minimum of two (2) security officers are required for any event.
 - (b) At least two (2) security officers must monitor the event's main entrance/exit at all times and at least one (1) security officer must be stationed at every exit for the duration of the event.
 - (c) In addition to the security officers monitoring the entrance/exits, an additional two (2) security officers for every 100 attendees must be present and patrolling the event, which includes, but is not limited to monitoring access to any residential space in the facility.

Example: 400 attendees at event with 1 entrance and 2 exits = 12 security officers (2 at main entrance, plus 1 at each of the exits, plus 8 to patrol the event).
4. Organizations are responsible for maintaining control of attendees at their events, including identifying and eliminating high-risk behaviors. Appropriate emergency contact information must be easily available and highly visible at the event.
5. Organizations should notify UAPD at 205-348-5454 of potential problems and/or legal violations, which includes any of the following:
 - (a) Uninvited guests who are creating issues;
 - (b) A violation or suspected violation of the law;
 - (c) Deployment of force (e.g., physical, pepper spray, etc.);
 - (d) Injury(s) or other medical issues;
 - (e) Violation of any applicable University policy or procedure;
 - (f) Discharge of a fire extinguisher;
 - (g) Number of attendees at the event exceeds fire code occupancy limits, on-campus housing occupancy limits, or the estimated number of attendees identified in the organizations event registration (whichever number is smaller); or
 - (h) Life-safety device (e.g., fire alarm, smoke detectors, emergency exit lights, etc.) is damaged or disabled.
6. Security personnel are prohibited from carrying firearms or any potentially lethal weapon.
7. Security personnel must be present at least one (1) hour prior to an event and one (1) hour after an event concludes. Security personnel should provide assistance to the organization to ensure that crowds disperse no later than 30 minutes after the event ends.
8. An organization sponsoring an event must originally designate three (3) responsible contacts for the event, at least one of whom must be an officer. If the event is expected to have over 200 attendees at any given time, the sponsoring organization must designate one (1) additional responsible contact for each 100 attendees to the nearest 100 beyond 200 (Example: An event with 350 attendees requires five (5) responsible contacts – 3 original + 2 for additional attendees).
9. At least one (1) responsible contact, but preferably two (2), will be stationed at the event's main entrance for the event's duration to assist the security personnel with managing the proper entering/exiting of attendees (e.g., capacity control, ID checks,

monitoring invitation list, etc.).

10. Student organizations and their assigned responsible contacts should meet with the security personnel who will attend the event immediately prior to the event to go over the additional expectations for the event. Any specific instructions or information the student group provides to security personnel must conform to University policy as well as the rules, by-laws and requirements of their inter/national organization(s).

E. Physical Facilities

1. Construction

- (a) Any construction for social events must be approved by EHS and the Office of Risk Management through the online event registration form and must be in compliance with these Social Event Guidelines.
- (b) Construction may begin no earlier than one week (7 calendar days) prior to the event.
- (c) See section E “Structures, Inflatables, and Amusement Devices” for additional guidelines.

2. Decorations

- (a) No swimming pools or liquid/water features of any type or size are allowed at any time.
- (b) No boxes, packing peanuts, cardboard, hay, cotton, straw, vines, pallets, dried vegetation, and other easily flammable items may not be used as decorative materials.
- (c) Do not do anything to cover or obstruct in any way an approved exit or exit sign.
- (d) Groups decorating for parties are not allowed to use bamboo that has not been commercially grown. Please check with EHS personnel if there are any questions.
- (e) All remnants/decorations/trash from social events in areas visible from a public road or sidewalk must be removed from the property immediately following the event, and must be completely removed by 7:00 a.m. the morning following the event. This paragraph applies to the removal of all materials involved in party decoration construction (e.g., lumber, flags, front yard fences/tarps, etc.). Failure to comply may result in the organization being referred to the Office of Student Conduct for possible sanctions and/or fines.
- (f) No sand, dirt, mulch, or similar product may be placed as decoration for an event. Organizations wishing to permanently install fixtures utilizing these materials must go through the Project Initiation Request (PIR) process.
- (g) No fireworks will be allowed at any time. Open flames and the use of fog machines or artificial smoke machines are prohibited unless approved in writing by EHS for use during the specific event.
- (h) Groups should contact EHS prior to establishment of any seasonal decorations or for review of decorations planned for use at a social event.

3. General Guidelines

- (a) Following evacuation due to a fire alarm during an event, no one should be allowed back in the location until cleared by the fire department.
- (b) Any house or facility with multiple entrances/exits should designate one entrance as the main entrance and require all event attendees to enter and exit through that portal. All remaining exits should not be used during the event, but must remain clear and available for use in an emergency situation.
- (c) All outdoor social events must be held within the enclosed area with a monitored entrance. Permanent fencing is preferred. However, temporary, quick removal fencing may be accepted. Fencing must be a minimum of six feet tall and must be constructed with fire-

retardant/flame repellent material. There must be a minimum of three (3) to four (4) emergency exits for events where temporary fencing is utilized (depending upon the size of the temporary fencing additional exits may be required by EHS).

- (d) Exits that are locked to keep unauthorized guests from entering the facility must be able to be opened from the inside in one turn or push against a panic bar in the event of an emergency. Doors or entrances that are padlocked or double-locked will be considered a violation of the fire code and events will be immediately shut down.
- (e) In the event there is a residential area within the house or facility, access to that portion of the building shall be off limits to anyone but the actual residents.

F. Structures, Inflatables, and Amusement Devices

- 4. Inflatables and amusement devices are prohibited at all registered social events.
- 5. Structures are prohibited at all registered social events. However, in some limited situations, a structure may be allowed if:
 - (a) The structure is a tiki hut, bar, bar table, or canopy that has been purchased from and installed by an appropriate dealer or rental agency, or, alternatively, constructed by a licensed/bonded/insured contractor;
 - (b) The structure is a stage that will be used only for the band/DJ and it is installed by an appropriate dealer or rental agency;
 - (c) The structure is a stage constructed by a licensed/bonded/insured contractor, but moved from the organization's house and placed on stable and level ground may also be permitted.
- 6. Under certain circumstances, the University may entertain the possibility of a permanent structure such as a stage or deck at a house where the organization has exclusive use of the property. All requests for consideration of a permanent structure at on-campus social/fraternal student organization housing should be coordinated with the submission of a Project Initiation Request submitted to the Office of Fraternity and Sorority Life.
- 7. The student organization shall assume all of the expenses and liability arising from, relating to, and connected with the design services, materials, contract labor, building permits, inspection, personal or property damage connected with the structure, use, materials disposal or any other costs or expenses related to or arising from the design, construction and removal of any approved permanent structures or temporary stages, tiki huts, or bar tables, as allowed herein.
- 8. Structures must only be utilized for their original purpose and in condition found at the time of approval. Structures should also not be moved to an alternate location after the organization's health and safety check, as that could have an impact on space and guest capacity.

IV. SWAPS

In addition to the University's requirements for social events, the following also apply to any social event registered as a "swap" with the Office of Student Involvement through the online event registration form:

- 1. Both participating student organizations must sign a Swap Contract and submit it through the online event registration form.
 - (a) No proxy signatures are permitted on Swap Contracts or any other form of documentation required for the online event registration process. Students must sign any

and all documents themselves. If signatures are deemed to be forged, the document will be rejected and the associated event may be canceled. Further, the involved organizations and/or students may be referred to the Office of Student Conduct.

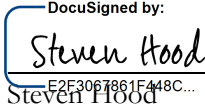
2. No alcohol of any kind is permitted at new member/pledge swaps.
3. Each event should strive to reflect the principles of the Capstone Creed, including being respectful and promoting equity and inclusion.
4. Prior to participating in a swap, each of the participating organizations is strongly encouraged to hold an appropriate training for all members on hazing and sexual misconduct, which should include, among other things, an overview of prohibited conduct, direction to the University's policies and websites related to hazing and sexual misconduct, information about reporting hazing and sexual misconduct, and information about resources available to those affected by hazing or sexual misconduct.
5. There shall be no inappropriate conduct that violates the law or University policies before, during, or after the swap, including hazing or sexual misconduct as those terms are defined in the University's Code of Student Conduct, Sexual Misconduct Policy, and Hazing Policy. Such inappropriate conduct may subject the individual(s) and/or organizations taking part in the conduct, as well as any individuals that allow or direct the conduct, **to criminal and/or civil liability along with significant Code of Student Conduct sanctions.**
6. Any swap participant or attendee who appears overly intoxicated upon arrival or at any time during the event should be removed from the event immediately and, if needed, provided with access to medical attention or other appropriate assistance. **If an individual is non-responsive or there is any alcohol or substance abuse related health concern, a call should be placed to UAPD at 205-348-5454 immediately.** Organizations are responsible for the safety and actions of all guests upon entry to an event. Organizations are encouraged to utilize the The University of Alabama's Medical Emergency Assistance Policy for any student in need of medical assistance.
7. At least three (3) responsible contacts from each organization must attend each swap and remain sober while monitoring the behavior of the swap event attendees to ensure that a safe environment is maintained and the requirements set forth herein are followed.
9. For New Member/Pledge Swaps, the three (3) responsible contacts must be officers.
8. If a swap participant feels their rights have been violated in any way, they should contact UAPD (205-348-5454), the University's Title IX coordinator (205-348-5496), and/or other appropriate University officials as identified on the University's webpages: [Title IX Reporting](#) or [UAct](#). Each participating organization must make its members and new members/pledges aware of their reporting rights and available reporting options prior to the start of the swap by, among other things, forwarding a copy of the fully executed Swap Contract to its existing members and pledges. Retaliation against someone reporting a potential violation of the law or University policy is strictly prohibited and may subject the retaliator to Code of Student Conduct sanctions as well as civil and/or criminal liability.
9. If it is found that a violation of law or University policy occurred at the swap, any student who committed the violation, directed the violation to occur, did not make a good faith effort to prevent the violation, or, if unable to prevent it, failed to properly report the violation may be found in violation of the Code of Student Conduct and, depending on the violation, risks potential criminal/civil liability. The groups hosting the swap may also be found responsible for violating the Code of Student Conduct.
10. **An organization or its members that refuses to swap, or threatens to socially boycott another organization due to an organization pursuing opportunities available to all**

student, such as Student Organization Seating, or being open to membership consisting of different races, colors, religions, national origins, sexes (including sexual orientation, gender identity, and gender expression), ages, veterans statuses, or disability, may be referred to the Office of Student Conduct for potential sanctions.

These Guidelines do not create a contract or quasi-contract between the University or any University employee and any individual that may be affected by these Guidelines. Further, although the requirements contained herein are intended to reflect current rules and policies of the University, users are cautioned that changes or additions may have become effective since the publication of this material. In the event of a conflict, current statements of Board policy contained in the Bylaws, Rules, official minutes, and other pronouncements of the Board or Chancellor, or superseding law, shall prevail.

REVISED: August 2018
August 2020
September 2020

OFFICE OF THE VICE PRESIDENT OF STUDENT LIFE

Signed:  9/29/2020
Steven Hood
Associate Vice President for Student Life

The University of Alabama

Addendum to the Social Event Guidelines for Student Organizations

This is an addendum to the Social Event Guidelines and includes modified policies for the campus plan for the 2020-21 academic year. While the majority of policies within the Social Event Guidelines remain unchanged, revisions listed in this document supersede policies listed in the Social Event Guidelines, where conflicts arise. Additionally, the ability for student organizations to host events is subject to the University of Alabama System's [Comprehensive Health & Safety Plan](#).

The following measures are aimed at appropriately dealing with campus matters related to the COVID-19 outbreak. Recommendations of the city of Tuscaloosa, state of Alabama, the Centers for Disease Control and Prevention ("CDC"), The University of Alabama, the UA System Task Force, and other authorities will likely continue to change as the response to COVID-19 evolves which may warrant modifications to these guidelines. University of Alabama (hereinafter "the University" or "UA") representatives maintain discretion to respond to situations as they arise, regardless of these provisions or unless otherwise specifically stated.

I. DEFINITIONS

For the purpose of these Guidelines, the terms listed below shall have the following meanings unless a different meaning is clearly indicated by the use of the term in the text.

- A. **"Social Distancing"** or **"physical distancing"** is a measure used to curb the spread of COVID-19 by remaining at least six feet apart from other people and avoiding large gatherings of people.
- B. **"Personal Protective Equipment"** or **"PPE"** is a category of specialized clothing, equipment, and supplies utilized to protect against the spread of disease. PPE used by civilians most often includes face masks or coverings, gloves, and/or protective eyewear.
- C. **"Sanitizing"** is the practice of "lower[ing] the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements" [per the CDC](#). Sanitizing combines both cleaning (removing dirt and grime) and disinfecting (killing germs on surfaces).
- D. **"Personal Protective Behaviors"** are actions [identified by the CDC](#) which are intended to limit the spread of COVID-19 including frequent handwashing (or the use of [hand sanitizer](#) with at least 60% ethanol or 70% isopropyl alcohol if water and soap are not readily available), wearing cloth face masks or coverings, social distancing, avoiding touching one's face, and staying home when feeling sick.

II. REGISTRATION OF STUDENT EVENTS

A. Conditions Requiring Registration

- 1. **All on-campus and off-campus events, meetings, and programs held by student organizations must be registered through the Office of Student Involvement.**
 - a) In-person events cannot be registered or hosted by student organizations on the Saturday of Alabama home football game weekends.
 - b) In-person social events cannot be registered or hosted by student organizations on the Friday or Saturday of Alabama home football game weekends.
- 2. Virtual events and meetings hosted by student organizations must also be registered when non-members are present.

3. Any off-campus event that is sponsored by, or held on behalf of, a student organization is strictly prohibited, absent special approval from the Vice President of Student Life or their designee.
 - a) Off-campus events must comply with all policies listed in this Addendum as well as state and local health ordinances.

B. Registration Process

1. The University reserves the right to shut down or otherwise regulate any registered event if, based on information available at the time, University officials, using their discretion, feel that the event is being conducted in a manner inconsistent with the way in which it was registered and/or if a health, safety, or security concern reasonably exists, including non-compliance with institutional standards for health and safety related to curbing the spread of COVID-19. If a group is found to be operating an event in a manner inconsistent with the way the event was registered, the group (and possibly individual members) will be referred to the Office of Student Conduct.
 - a) Student organizations hosting large events will have a review meeting with the Office of Student Involvement and other campus partners before their first large, on-campus event. This resource is also available prior to subsequent events if the organization finds it helpful.
2. As part of the event registration process, sanitation plans must be submitted at the time of event registration and must comply with Environmental Health and Safety (“EHS”) and University standards.

III. COVID-RELATED HEALTH & SAFETY PROVISIONS

Student organizations must follow the most current institutional and system-wide standards when hosting events. The Office of Student Involvement will educate student organization leaders as policies and best practices change.

A. General

1. Student organizations are encouraged to utilize the University’s technological resources to host events and meetings virtually, when possible.
 - a) Any in-person meetings or events that require member attendance should utilize Zoom or other conferencing software to allow virtual attendance by all members, including those who are part of vulnerable populations and/or do not feel comfortable attending in-person gatherings.
 - b) Virtual student organization events are an extension of the University campus community and are held to the same standards as in-person events. Student organizations and individual students should seek to fulfil the expectations of the Capstone Creed and must comply with the policies outlined in the Student Code of Conduct at all times, including during virtual student organization events and other virtual environments. If an individual or member of a student organization is found to be in violation of the Student Code of Conduct, sanctions may be imposed.
2. Student organizations must ensure that high-touch surfaces utilized by attendees will be sanitized routinely throughout the event, but no less than every two hours and that the

process followed is in accordance with the sanitation plan submitted at event registration.³

- a) When high-touch areas are sanitized, the area must be restricted to attendees and should not be utilized for the length of the disinfectant's required contact time [according to the Environmental Protection Agency](#) ("EPA").
3. Any on-campus hosted by Sport Clubs shall be evaluated by University Recreation ("UREC") Sport Programs Administration on a case-by-case basis. UREC Sport Programs Administration shall ensure all events meet guidelines outlined in this Addendum for all student organizations in addition to any procedures specific to their sport or event. UREC Sport Programs Administration shall work in collaboration with the Office of Student Involvement to ensure event compliance.

B. Personal Protective Behaviors

1. Student organizations must post prominent and visible signage at events to educate attendees about the symptoms of COVID-19 and encourage the personal protective behaviors described in Section I of this document.⁴
 - a) Student organizations should also continually and actively encourage members and event attendees to utilize these personal protective behaviors.
2. Masks and/or face coverings are required at all events, including outdoor events. Student organizations and their event attendees must comply with all current policies and ordinances from the city, state, University, and UA System regarding face coverings and masks.⁵
3. Social distancing is required at all events and must be in compliance with city, state, CDC, and University standards.⁶
 - a) Student organizations must include plans to limit event attendance upon application for registration of a social event. This includes, but is not limited to, the inclusion of a complete and exclusive list of event attendees.
 - b) It is the responsibility of the student organization to set up and conduct their event in a manner compatible with social distancing.
 - c) Events must have one main entrance and one main exit in order to maintain capacity and discourage crowding. Entrances and check-in processes must be conducted in a way that allows and encourages social distancing.
 - d) Student organizations should host events outside.
4. Student organizations must guarantee access to handwashing stations and/or appropriate hand sanitizer at all events.
 - a) These resources must be widely available throughout the event according to CDC and EHS standards.
 - b) If the organization does not have access or the means to purchase these materials, this must be indicated on the event registration form.

C. Food

³ Per the CDC and EHS, sanitizing every two hours is a minimum requirement, but it is recommended that sanitizing be conducted continuously throughout all events. Any UA staff, students, or vendors who will sanitize before, during, or after events must meet CDC and EHS' standards and training requirements.

⁴ Signage is available on the [CDC website](#) and [the University's Health Info website](#).

⁵ Additionally, the [UA System](#) notes that reasonable accommodations should be made through the Office of Disability Services for those who cannot wear masks or must limit the time a mask is worn.

⁶ Large organizations should consider dividing their organization into groups and rotating attendance at in-person events.

1. Food at events must be served as “grab-and-go,” pre-packaged, or individually packaged items.
 - a) Food service must also comply with current city, state, and Alabama Department of Public Health mandates as well as University policies. Vendors preparing and serving food must utilize appropriate PPE in the manner outlined by these authorities.
 - b) Events may not utilize self-serve buffets or other styles of service that allow food and/or drinks to be exposed for any length of time.
 - c) Setting out pre-packaged food and drink in a “grab-and-go” fashion is only acceptable if the distribution method allows for and encourages social distancing.
2. All food served at events must be prepared in a commercial kitchen included on the [UA Risk Management approved catering list](#) or must be pre-packaged.
 - a) Food cannot be homemade.
 - b) Student organizations cannot utilize food machines (popcorn machines, cotton candy makers, snow cone machines, etc.) unless they are operated in a kitchen by kitchen staff or by an approved caterer and food is distributed in the manner described above.

D. Capacity & Event Attendees

1. The maximum capacity of events must comply with CDC, city, state, and University mandates at the time the event is registered.
 - a) Events must comply with the new occupancy rates of all on-campus spaces which have been reduced to allow for social distancing.
 - b) Outdoor events with more than 100 attendees and indoor events with more than 50 attendees are impermissible, absent special approval from the Vice President of Student Life or their designee.
 - i. Event size may deviate from these parameters with express approval based on UA Environmental Health and Safety (EHS) capacity restrictions, which take into consideration venue size.
 - c) For permissible events, organizers are encouraged to use the largest available space, and/or a combination of indoor and outdoor spaces and rooms; consider dividing attendees into groups; and/or rotating attendance.
 - d) The occupancy rate of any on-campus space may be reduced by EHS depending on each facility’s square footage, layout, and the presence of any items that occupy additional square footage (including furniture, tables, chairs, stages, pool tables, etc.).
2. Student organizations must utilize the Engage Check-In App and mySource Event Pass to keep records of event attendees for each of their in-person events to aid in contact tracing, if necessary.
 - a) Contact information (name, email, and phone number) must be collected for external guests (those without an active myBama login) and submitted to Student Involvement within 48 hours of in-person events.
 - b) No entry is to be allowed for symptomatic individuals or those who have been in close contact with someone who tests positive for COVID-19. The primary responsibility for this duty falls on the affected individual.
3. Student organizations should make events contact-less in every way possible (including but not limited to utilizing digital check-in and check-out systems, eliminating

giveaways at tabling and other events, fundraising and collecting money via digital transaction services, etc.).

4. Student organizations should limit “volunteers, and activities involving external groups or organizations as possible – especially with individuals who are not from the local geographic area (e.g., community, town, city, or county)” [per the CDC](#). Non-essential visitors should only attend on an invitation-only basis.

E. Sanitizing & Facilities

1. In compliance with CDC and University standards, high-touch surfaces (including doorknobs, light switches, bathrooms, handrails, etc.) must be cleaned and disinfected with EPA-approved disinfectants every two hours.
2. Spaces hosting events must be sanitized and disinfected before and after the event takes place.
3. In order to reduce the number of contaminated surfaces at events, the use of decorations, props, inflatables, amusement devices, and structures are not permitted at this time.⁷
4. Organizations with on-campus housing should consider storing or limiting the use of décor and furnishings made of soft and porous materials, such as area rugs and seating, to reduce the challenges with cleaning and disinfecting them.

IV. STANDARDS & RESTRICTIONS FOR SOCIAL EVENTS

In addition to the provisions above, the following items apply specifically to social events.

A. Alcoholic Beverages at Social Events

1. Non-alcoholic beverages, which must include water, and non-salty foods must be visible, easily accessible, free, and attractively displayed. Food and water must be pre-packaged, available at the commencement of the event, and replenished as necessary throughout the event.

B. Guests/Attendees

1. The signage required in section II.C.2. of this document must be displayed at the entrance of all social events as well as in high-touch areas.

C. Off Campus Sponsored Events

1. Any off-campus social event sponsored by, or held on behalf of, a student organization is impermissible absent special approval of the Vice President of Student Life or their designee.
 - a) Off-campus events must comply with all policies listed in this Addendum as well as state and local health ordinances.

⁷ Limited exceptions may be granted by the Office of Student Involvement for cultural events.