



# CAL POLY

## Fraternity & Sorority Life

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### EVENT REGISTRATION PROCEDURE

All members of Cal Poly-affiliated fraternities and sororities, and the Interfraternity Council, the Panhellenic Council, and the United Sorority & Fraternity Council at Cal Poly (collectively the “Fraternity and Sorority Community”), shall abide by all University policies and federal, state, and local laws and regulations, including those that govern the use, distribution, and consumption of alcohol. This Event Registration Procedure sets forth procedures designed to provide a safe social atmosphere for members of the Greek Community and their guests, while allowing them to exercise the personal responsibility expected of each of them. The following objectives are essential to achieving this aim:

- To encourage social responsibility in all members, with emphasis on safety and risk management;
- To encourage responsibility in the use of alcohol and thereby reduce the risks associated with alcohol misuse at parties;
- To increase the safety of everyone in attendance at chapter-sponsored events with and without alcohol;
- To support the ideals and values on which fraternities and sororities are founded;
- To practice self-governance as a Fraternity and Sorority Life Community;
- To educate the general membership of the Fraternity and Sorority Life community about the importance of risk management.

1 The University does not accept legal liability for the activities engaged in by fraternities and sororities, and their members.

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## **Article I - What defines an event?**

- A. An “event” for the purposes of this document is any activity sponsored or endorsed by the organization/chapter including those that occur on and off chapter premises.

## **Article II – Legal**

- A. Any event as defined above must be compliant with all applicable laws, including but not limited to the below requirements:
  - a. The organization, members and guests must comply with all federal, state, and local laws. No person under the legal drinking age may possess, consume, provide or be provided alcoholic beverages
  - b. Organizations, members and guests must follow the federal law regarding illegal drugs and controlled substances. No persons may possess, use, provide, distribute, sell and or manufacture illegal drugs or other controlled substances while on organizational/ chapter premises or at any activity or event which is sponsored or endorsed by the chapter
- B. Laws local to San Luis Obispo are also enforced with events, including:
  - a. Noise Ordinance
    - i. 7 A.M. to 10 P.M.: Noise that can be heard 50 feet from the source is a violation
    - ii. 10 P.M. to 7 A.M.: Noise that can be heard across the property line is a violation
  - b. Safety Enhancement Zones
    - i. Fines are doubled for the following violations:
      1. Noise
      2. Unruly Gathering
      3. Social Host Liability
      4. Public Urination
      5. Open Container
    - ii. Designated times for Safety Enhancement Zones may vary, but typically occur during:
      1. Mardi Gras (Thursday - Wednesday)
      2. St. Patrick’s Day
      3. Halloween
      4. “WOW” Week

### **Article III – Events with Alcohol Present**

- A. Guest Lists and Sober Monitors
  - a. Any event where alcohol is present is required to be a *closed* event, with guest lists submitted to the FSL office by the deadline (see Article VI)
  - b. Attendance by non-members at any event where alcohol is present must be by invitation only by the organization. Chapters must utilize the guest list template provided by the FSL Office. Attendance at events where alcohol is present is limited to a guest-to-member ratio of 2:1 and must not exceed local fire or building code capacity of the organizational/chapter premises or host venue.
  - c. Any event with alcohol present is also required to have sober monitors present, with quantity based on the number of guests in attendance.
    - i. Three sober monitors (including one from the Executive committee or equivalent) are required at a minimum.
    - ii. For every 40 guests invited to the event, another sober monitor will be required
    - iii. First year members who have been in the chapter for at least one quarter and are initiated members, can serve as sober monitors if the following is in place:
      - 1. Required attendance at one of the annual Social Risk Management workshops hosted the FSL office PRIOR to becoming eligible to serve as a sober monitor
      - 2. Procedures in place attached to the risk management plan, that supports first year students during the event, should conflict arise
      - 3. No more than 30 percent of sober monitors can be first year members
- B. Any event where alcohol is present can only occur from
  - a. 5:00pm on Thursday until 1:00am on Friday, when Friday is an academic holiday
  - b. 5:00pm on Friday until 1:00am on Saturday
  - c. 9:00am on Saturday until 1:00am on Sunday
  - d. 9:00am on Sunday until 1:00am on Monday, when Monday is an academic holiday
- C. Events with alcohol cannot occur until after the formal recruitment period is over (during quarters where there is a formal recruitment period) unless at a third-party vendor and the event is closed with no potential new members in attendance and follows all event registration guidelines.
- D. Events with alcohol are prohibited from lasting longer than five hours continuously
- E. Sources of Alcohol
  - a. Alcoholic beverages must either be:
    - i. Provided and sold by a licensed and insured third-party vendor, e.g.,

restaurant, bar, caterer, etc.) or

- ii. Brought by the individual members and guests through a bring your own beverage system.
  - b. Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third-party vendor, are prohibited (i.e. amounts of alcohol greater than what a reasonable person should consume over the duration of the event)
  - c. The presence of alcohol products above 15% alcohol by volume (ABV) is prohibited on any organizational/chapter premises or at any event, except when served at an event by a licensed and insured third party vendor.
  - d. Alcoholic beverages must not be purchased with organizational/chapter funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.)
- F. Bring Your Own Beverage
- a. Only those of legal drinking age in California may bring and consume alcohol
  - b. Permitted alcohol can only be made available in central common living areas managed by sober monitors designated by the host chapter
  - c. Individuals of legal drinking age may bring beer totaling no more than 72 ounces (equivalent to a six pack of 12 oz beers) or one bottle (750 ml) of wine to the event
- G. Drinking Games
- a. No shots, drinking games, or other activities that encourage inappropriate or other rapid consumption or high-risk drinking behaviors shall be allowed.
    - i. 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," "beer die"," dares;" or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol
- H. Consent Talks
- a. All events with alcohol are required to have a Consent Talk after 30 minutes and no later than 1 hour of the event starting. The Consent Talk will be provided by the chapter's Violence Prevention Chair (or a designated individual in the case that the Violence Prevention Chair isn't present) and will be given to all participants at the event. If this is an exchange between two FSL organizations, both Violence Prevention Chairs should co-present the

information. An example of the Consent Talk is below:

*“Hi everyone, my name is \_\_\_\_\_ and I am the Violence Prevention Chair for (insert chapter here). We want everyone to have a great time tonight and feel safe & respected! I am going to give a brief consent talk before we continue with the rest of the night! Remember:*

- 1. Consent is freely given: consent can only be given without coercion, force, threats, or intimidation. It cannot be given by someone who is incapacitated, including due to drugs, alcohol, or medication.*
- 2. Consent is reversible: you can change your mind about anything at any time during sex.*
- 3. Consent is informed: you must know what you are consenting to in order to give consent.*
- 4. Consent is enthusiastic: when it comes to sex you should want to have it.*
- 5. Consent is specific: saying yes to one thing, like making out, does not mean saying yes to everything, like having sex.*

*[Add in values of chapter here, e.g. “we are men/women of high integrity”] If you are interested in hooking up with someone tonight, check in with them and make sure to respect whatever answer they give you. If you see someone crossing a line, making others feel uncomfortable or someone in a vulnerable position, please come up to me or [insert the name of Chapter President or Risk Manager, whoever is comfortable] if you need absolutely anything at all, we will be at the door (or wherever you stand)! Thank you and have fun!”*

I. Registration

- a. Events with alcohol are required to be registered with the FSL office prior to their occurrence and with documents submitted prior to the required deadlines (further outlined in Article VI)

**Article IV – Events without Alcohol Present**

A. Guest Lists and Sober Monitors

- a. Guest lists and sober monitors are not required for events where alcohol is not present, but are encouraged

B. Registration

- a. Events without alcohol are required to be registered with the FSL office prior

to their occurrence and with documents submitted prior to the required deadlines (further outlined in Article VI)

#### **Article V – Locations**

- A. All off-campus events with alcohol must be held at a residence, including a chapter facility, or a venue under third party management that is not legally associated with the chapter in any capacity (“third-party venue”).
- B. For all events with alcohol that are located at a third-party venue, a copy of the contract with the chapter and event management company or third-party venue must be submitted with the party registration.

#### **Article VI – Registration Process**

- A. The process of online events with alcohol registration must begin at least 10 days before the date of the event.
- B. Deadlines for completion of registration are every Thursday by 12:00pm the weekend of the event.
- C. A final follow up guest list must be submitted by 12:00 noon Monday following the event with alcohol, with the full names of all attendees and birthdates of all guests who received wristbands for alcohol consumption.
  - a. No future events with alcohol will be reviewed until this requirement is fulfilled
- D. The chapter’s risk manager must complete a post-event review, which is to be submitted to Cal Poly Fraternity and Sorority Life by 12:00 Noon the Wednesday following the event with alcohol. All sober monitors and sober executive members will contribute to this review. For events with alcohol where there may be more than one chapter acting as the event host, each chapter must complete a post-event form.
  - a. No future events with alcohol will be reviewed until this requirement is fulfilled
- E. Failure to follow these requirements may subject the chapter and/or its individual members to student discipline.

#### **Article VII – Judicial**

- A. Failure to follow these procedures will be reviewed by the Office of Student Rights & Responsibilities (OSRR) and may be subject to sanctions.
- B. It is recognized that this procedure cannot address, in specific fashion, all possible social

situations that may occur. When this procedure is not specific on a particular point, the Interfraternity Council, Panhellenic Council, and United Sorority & Fraternity Council chapters and their members are expected to conduct their events and themselves in the spirit of social responsibility expressed in this procedure.

- C. Council judicial boards can also adjudicate if deemed necessary by the OSRR.

#### **Article VIII – Amnesty**

- A. The university's primary concern is for the health, welfare, and safety of all students. As such, in cases of significant intoxication as a result of alcohol or other substances, the university encourages students to seek medical assistance for themselves and/or others. Any student who assists in seeking medical attention for a person in need, will not be subject to disciplinary action for conduct in violation of this policy.

#### **Article IX – Procedure Revision**

- A. This procedure may be revised at any time by the Fraternity & Sorority Life office, OSRR and Dean of Students.
- B. This procedure will be reviewed during summer quarter, or at the discretion of the Dean of Students staff, and any revisions will be sent to members of fraternities and sororities immediately and will be effective the first day of the following fall quarter.
- C. In the event of a mid-academic year review, any revisions will be sent to members of fraternities and sororities immediately upon implementation.