

INTERFRATERNITY COUNCIL/PANHELLENIC COUNCIL
RISK MANAGEMENT POLICY
VALPARAISO UNIVERSITY
Updated 08-29-09

A. Purpose:

To provide continuous education regarding Greek social functions.
To aid in the planning of social functions that take place in a recognized fraternity facility.
To help provide a Security Company when alcohol is involved in social functions.
To increase awareness and allow the Greek community to take responsibility for its own actions.

B. Who is Affiliated:

All recognized fraternities and sororities at Valparaiso University. .

C. Advisor:

The Assistant Dean of Students for Greek Life and New Student Orientation will serve as advisor to the Risk Management Committee.

D. Social Coordinator:

IFC/PH Council presidents will appoint/elect a Social Coordinator. The Social Coordinator will report to the IFC/PH Council Presidents.

1. Duties

- a. Meet bi-weekly with the Assistant Dean of Students for Greek Life and New Student Orientation.
- b. Conduct monthly meetings with the social chairs of the Greek organizations.
- c. Compile the party schedule on Friday the week prior to parties. Once this schedule has been compiled and typed, the Social Coordinator will provide a detailed party list to the following:
 1. Valparaiso University Police Department
 2. Assistant Dean of Students for Greek Life and New Student Orientation
 3. Security Company
 4. IFC/PH Council Presidents
 5. Lead Office Assistant of Student Affairs
- d. Communicate with the Security Company to insure security for all alcoholic social events.
- e. Responsible for receiving payment and for paying the Security Company, when the weekly bill is received.
- f. Interpret all FIPG Risk Management policies as well as the policies of Valparaiso University and the individual Greek organizations.

- g. May be asked to accompany IFC/PH Council Presidents and the Dean of Students/Assistant Dean of Students for Greek Life and New Student Orientation for Homecoming and Spring Weekend.

2. Non-Duties

- a. Monitoring or checking parties. This responsibility is left to the IFC/PH Council Presidents. If a problem happens to be observed that the Social Coordinator believes to be serious enough to warrant attention, the IFC/PH Council Presidents should be contacted.
- b. Contacting Presidents of Greek organizations regarding Risk Management issues other than interpreting the Risk Management policies.

E. Police Liaison Coordinators

1. Duties

- a. Regular meetings or as needed with the Valparaiso City Police Department Liaison and the Valparaiso University Police Department.
- b. Meet twice a month or as needed with the Assistant Dean of Students for Greek Life and New Student Orientation.
- c. Determine expectations from Valparaiso City Police Department/VUPD for Valparaiso University's Greek community, specifically, on unique events like Homecoming, Spring Weekend, etc.

2. Non-Duties

- a. Monitoring or checking parties. This responsibility is left to the IFC/PH Council Presidents. If a problem is observed, that the Police Liaison Coordinators believe to be serious enough to warrant attention, the IFC/PH/Hellenic Council Presidents should be contacted.
- b. Contacting Presidents of Greek organizations regarding risk management issues.

F. Alcohol Parties

- 1. All fraternities must register all alcohol social events/parties in the Office of Student Affairs, 121 Kretzmann Hall. **All Risk Management registration forms are due one week prior to a party on Thursday at 4:00 p.m.** All registration forms must be completed thoroughly before they will be accepted.

2. When a Risk Management registration form is received in the Office of Student Affairs, the date and time will be marked on each form. **If a fraternity does not make the Thursday 4:00 p.m. deadline, they will not be eligible for a party. NO EXCEPTIONS.**
3. When you register for an alcohol party, payment of the security company is needed with the registration form. **Please make checks payable to J & J Investigations. (For all alcohol parties on campus, it is a requirement to have 2 security guards at \$25.00 an hour per guard).**
4. Parties will be limited to Friday and Saturday nights. The **only exception** to this rule will be Homecoming and Spring Weekend. During those special events, parties will be allowed on Wednesday, Thursday, Friday and Saturday nights.
5. Security Guards will be required for all social events/parties on campus where alcohol will be consumed by those members/guests 21 years or older. IFC/PH will contract service with an acceptable, licensed and bonded Security Company. This service will be determined in conjunction with Student Affairs and the Valparaiso University Police Department.
6. Parties are allowed to run from **9:00 p.m. until 12:00 a.m. or 11:00 p.m. until 2:00 a.m. (No other variation will be allowed).** All last calls and bands must be done by **1:30 a.m.** to insure that all parties will end promptly **at 2:00 a.m.** *(The following change was approved by the IFC on February 18, 2009 and by the Panhellenic Council on March 18, 2009).*
7. **Only** during Spring Weekend, fraternities may host parties on Saturday from **12:00 noon until 5:00 p.m.** All bands and alcoholic events during Spring Weekend on Saturday must end by **5:00 p.m.** **No outside bands are allowed at any time except for the Saturday of Spring Weekend.**
8. All alcohol related events must be enclosed in the chapter house and or fenced courtyard. No members or guests will be permitted to gather/hang around outside the facility. No alcohol is allowed outside the chapter house. The only exception of alcohol outside in a fenced off area is day-time events on Saturday of Spring Weekend.
9. All those individuals possessing any container of alcohol are prohibited from passing or giving said items to those without proper proof of legal drinking age.
10. **Typed guest-lists** are required for all parties/events where alcohol will be present. **All typed guest-lists are required to be turned into the Office of Student Affairs, 24 hours before a social event/party will take place. Please know that the Office of Student Affairs closes at 5:00 p.m.** If you do not get the typed guest-list into the Office of Student Affairs, it is your responsibility to turn it in to the Social Coordinator. This gives the Social Coordinator time to review

the list to ensure that it follows set guidelines.

11. **Total** number of names on the guest-list will **not exceed three (3) times** the membership of the host organization(s). The only exception to this rule is Homecoming and Spring Weekend, where the ratio may increase up to six (6) times the membership of host organizations but **ALWAYS** strictly enforcing fire code. Fire code will be strictly enforced by the chapter and the security guards.
12. There must be one executive officer for the host chapter and one executive officer from **EACH** guest chapter at the front door of the event at all times. These people will assist the Security Company (for alcohol parties) with anything they may need, as well as regulate who is entering their party. New Members **may NOT** work the front door of any party.
13. A designated driver sign or the phone number of the VU Escort Van must be posted at the entrance/exit of the party. The entrance and exit of events must be the same door.
14. All open parties are strictly prohibited.
15. No social event shall be solely centered around alcohol, but rather around an appropriate and acceptable theme. The Social Coordinator and the IFC/PH Executive Boards will have jurisdiction on what is appropriate and acceptable.
16. Any changes to the Risk Management registration form shall be filed with the Office of Student Affairs at least 48 hours prior to the social event. The Office of Student Affairs will advise the Social Coordinator of any changes. If a fraternity is going to cancel an event, the Office of Student Affairs needs 24 hours advance notice to notify the Social Coordinator.
17. Social events/parties will be limited to 6 way parties. This is a University policy and may differ from your Inter/National policy. Your Inter/National policy must always be followed.
18. When guests arrive at functions, the Security Company will be required to check VU ID's, be carded for proof of legal drinking age, and have the guest sign in next to their name on the typed guest list. For those who are of legal age, a wristband will be placed on their left wrist.
19. If a guest/member is 21, and they wish to drink alcohol, they will be responsible for bringing their own beverage. This beverage will be checked in with the Security Company, and a "Beer Runner" (who will need to be 21 years of age by Indiana State Law) determined by the host chapter will move the beer from the front door to the bartender. The bartender will be responsible for pouring the bottled beer into a plastic cup.

20. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor.
21. The possession, sale, or use of any ILLEGAL drugs or controlled substances while on chapter premises, or during fraternity events or at any event that an observer would associate with the fraternity, is strictly prohibited.
22. No chapter may co-sponsor an event at their house with an alcohol distributor, charitable organization, or tavern where alcohol is given away, sold, or otherwise provided to those who are present.
23. Sufficient alternative food and beverage is required at all social events/parties. This alternative food and beverage will be provided by the host/guest chapter and must be set out when the party begins. This food and beverage must be appealing and must be replenished the duration of the event.
(i.e., Sub sandwiches, cold diet Pepsi, chips, pretzels, etc.)
24. No drinking games are allowed. No member shall permit, tolerate, encourage, or participate in “drinking games.”
25. All events and individuals must be in compliance with Indiana State Laws and Federal Laws.
26. No backpacks or other opaque carrying devices are allowed into parties. All items are subject to visual observation and inspection.
27. The quota listed below is the table that PH/IFC has determined to be the lowest amount of students who would constitute a party. If you have more non-members in your house consuming alcohol than the quota system listed below, you are hosting an illegal party and will be brought in front of the Greek Judicial Board.

0-20 members in the chapter	no more than 10 non-members
21-30 members in the chapter	no more than 15 non members
31-40 members in the chapter	no more than 20 non-members
40+ members in the chapter	no more than 25 non-members
28. All chapters shall abide by the BYOB policy:
 - a. Chapters may not use chapter funds to purchase alcoholic beverages.
 - b. Members may not pool their money to purchase alcohol.
 - c. **Beer is limited to one 6 pack per person entering the event.** (must be 21 years of age) It is preferred that all beer is in cans, however, if a guest chooses to bring bottles of beer, the bartender must pour the beer into a plastic cup.
 - d. 6 ounces of hard alcohol is allowed, or 4 wine coolers.

G. Non-Alcoholic Events/Parties

1. All fraternities/sororities must register all non-alcoholic social events/parties in the Office of Student Affairs, 121 Kretzmann Hall. **All Risk Management registration forms are due one week prior to a party on Thursday at 4:00 p.m.** All registration forms must be completed thoroughly before they will be accepted.
2. When a Risk Management registration form is received in the Office of Student Affairs, the date and time will be marked on each form, to show first come first serve. **If a fraternity/sorority does not make the Thursday 4:00 p.m. deadline, they will not be eligible for a party. NO EXCEPTIONS.**
3. Each fraternity/sorority hosting an event together must fill out individual Risk Management registration forms. Again, if one fraternity/sorority is missing their Risk Management registration form, they forfeit the right to be included in the social event/party.
4. Parties are limited to Friday and Saturday nights. The **only exception** to this rule will be Homecoming and Spring Weekend. During those special events/parties will be allowed on Wednesday, Thursday, Friday and Saturday nights.
5. Parties are allowed to run from **9:00 p.m. until 12:00 a.m. or 11:00 p.m. until 2:00 a.m. (No other variation will be allowed).** All bands must be done by **1:30 a.m.** to insure that all parties will end promptly at **2:00 a.m.**
6. No outside bands are allowed any time except for the **Saturday of Spring Weekend from 12:00 p.m. until 5:00 p.m.**
7. **The only parties that may be advertised are Philanthropy Parties.** These postings must **OBVIOUSLY** state it is a philanthropy party, and a copy of the flyer must be attached to the Risk Management registration form.
8. To post in the residence halls, or academic buildings on campus you must get Residential Learning Coordinator approval for residence halls and academic building approval through each Dean's Office. Any fraternity/sorority who does not seek permission, will be sent to the Greek Judicial Board.
9. All social events/parties must have a typed guest-list. When guests arrive at the social event/party, they must sign in after their name. The sponsoring chapters hold the right to refuse entrance to any individual.
10. Sufficient alternative food and beverage is required at all social events/parties. This alternative food and beverage will be provided by the host/guest chapter and must be set out when the party begins. The food and beverage must be appealing

and must be replenished the duration of the event.

11. There must be one executive officer for the host chapter and one executive officer from **EACH** guest chapter at the front door of the event at all times. These people will regulate who is entering the party, etc.
12. The VU Escort Van phone number must be posted at the entrance/exit of the party. The entrance and exit of events must be the same door.
13. All open parties are strictly prohibited. Any guest entering a party must show their VU ID and sign in on the typed guest-list.
14. Any changes to the Risk Management registration form shall be filed with the Student Affairs Office at least 48 hours prior to the social event. The Student Affairs Office will advise the Social Coordinator of any changes. If a fraternity/sorority is going to cancel an event, the Student Affairs Office needs 24 hours advance notice to notify the Social Coordinator.
15. Social events will be limited to 6 way parties. This is University policy and may differ from your Inter/National policy. Your Inter/National policy must always be followed.
16. The possession, sale, or use of any ILLEGAL drugs or controlled substances while on chapter premises, or during fraternity events or at any event that an observer would associate with the fraternity, is strictly prohibited.
17. All events and individuals must be in compliance with Indiana State Laws and Federal Laws.
18. No backpacks or other opaque carrying devices are allowed into parties. All items are subject to visual observation and inspection.