Section 1. About
The Sorority and Fraternity Life Event Management Guidelines is an educational document intended to guide individual sororities and fraternities in maintaining recognition under Cornell University’s Recognition Policy. Setting risk management practices for social events hosted by independent sororities and fraternities to promote a safe environment for all students is this document’s purpose.

1. Purpose: The below goals rely on responsible actions by members of individual chapters, sorority and fraternity organizations are expected to adopt these Event Management Guidelines.
   a. To reduce risk incurred by chapter officers, chapter members, and volunteers when the chapter provides alcohol to members and guests through the promotion of safe and responsible behavior.
   b. To promote compliance with local and state code regulations and laws, University policies, the Sorority and Fraternity Community Core Principles, and all Inter/national policies.
   c. To improve the Sorority and Fraternity community’s relationship with the rest of the student body, the University administration, the Inter/national governing bodies, Ithaca community, and its law enforcement agencies.
   d. To affirm the community’s tradition of and commitment to responsible and innovative self-government.

2. Overview
   a. The possession, use, and/or consumption of alcoholic beverages during an official chapter event, or in any situation sponsored or endorsed by the chapter, is expected to be in compliance with any and all applicable laws and regulations of the state, county, city, university, and Inter/national organization. Sororities and fraternities are expected to conduct their activities in the spirit of social responsibility embodied in this document. The sorority and fraternity community supports a safe and healthy social environment, which promotes individual and chapter responsibility. Activities not specifically covered by this resolution, but which are in violation of its intent, will be subject to review by the Judicial Board.

Section 2. Types of Functions
1. Catered Event: Events catered by a licensed caterer, where non-members are in attendance and capacity stays within the facility’s maximum occupancy of its assembly space, and end at 1:00 A.M. If a chapter hires a caterer and fails to cooperate with the caterer’s policies, that chapter will be expected to reimburse the caterer for their expenses.
   a. In order to host a Catered Event at a fraternity facility, the sponsor, co-sponsor, and/or provider of the premises should consider registering the event with the Office of Sorority and Fraternity Life at least five (5) weeks prior to the event. This recommendation is based on the NYS liquor authority timeline for issuing a liquor license.
b. Caterers must meet insurance requirements to provide services for Cornell.
c. A liquor license and Special Event Permit from the NYS Liquor Authority is required whenever alcohol is served. Therefore, the following steps must be taken in order to successfully register a Catered Event:
   i. A Special Event Permit form can be received from the OSFL. Complete section 4, privately-owned chapters must obtain a signature from the landlord (i.e. alumni corporation president). University-owned chapters can obtain a landlord signature from the OSFL.
   ii. Submit an invitation guest list for the event along with the signed Special Event Permit.
   iii. The OSFL will submit all forms to the respective caterer (registration form, Special Event Permit, guest list, security plan, certificates of compliance) once all forms have been received.
   iv. Chapters should remain in constant communication with the caterer throughout the registration process.

d. When contracting with a caterer, it is highly recommended that chapter collect a certificate of insurance for all applicable coverage. This includes insurance coverage for liquor liability, general liability, workers compensation, etc.

e. Chapters are recommended to be named as additional insured in the catering contract.

f. Overall, it is strongly recommended that chapters consult with their legal counsel when contracting a caterer.

2. Large Event: Members are permitted to invite non-members as guests to registered facility, but attendance exceeds no more than 250 people, or the building’s determined capacity, whichever is fewer, and end at 1:00 A.M. Only three are permitted per semester and chapters must have a minimum of two (2) and recommended three (3), fully bonded security professionals authorized by the IFC.

3. Standard Event: Members are permitted to invite non-members as guests to registered facility, but attendance exceeds no more than 150 people, or the building’s determined capacity, whichever is fewer. Events may be registered with or without alcohol. This registration type should be utilized for events such as mixers, formals, and other date events.

4. Philanthropy Event: Philanthropy events at a chapter house are expected to be registered through the OSFL and must end by 1:00 A.M. Events may be registered with or without alcohol, however, those with alcohol must have written approval from the National organization of the chapter two (2) weeks prior to hosting the event.

5. After Hours Event: Events held from 1:00 A.M. – 4:00 A.M. and are alcohol free.

6. Outdoor Event: Hosted on either the physical grounds of a chapter facility and/or a balcony, patio, deck, or other covered/uncovered outdoor area of the chapter facility. These events are invitation only, have a ratio of one (1) guest per one (1) member with a cap of 150 people and only held between the hours of 12:00 P.M. - 8:00 P.M. The chapter should consult with a representative of OSFL to discuss the event in detail and gain approval from the office at least one week in advance. Chapters are required to obtain a noise permit for the event and the event are must be fenced-in with only one (1) entry and exit point. No alcohol can be present outside of the approved

2
designated location.

7. Recruitment Event: Chapters are able to hold these events in the fall semester after fall break, are open to members of a chapter and potential new members, with a cap of 150 people, in which the main goal of this event is the recruitment of new members, and must be alcohol free.

8. Slope Day Event: Any event hosted in a chapter facility or on the physical grounds of a chapter facility on Slope Day. All events must include breakfast, can occur from 9:00 A.M. – 12:00 P.M., and with no alcohol served from 9:00 A.M. – 10:00 A.M. Hard alcohol is prohibited at all events. Events should be registered with the Office of Sorority and Fraternity Life, as well as, with the respective council. There must be one sober monitor per twenty people present, and all sober monitors and chapter Presidents must attend the Slope Day Summit in preparation for these event. Bounce houses, slip and slides, and swimming pools are not allowed.

Section 3. Registering Events

1. Recognized Organizations must register all events within chapter facilities or on campus with the Office of Sorority and Fraternity Life through OrgSync one (1) week in advance, unless otherwise noted. Approval may be given on a case-by-case basis for registrations submitted past this deadline.

   a. The chapter President must sign and submit the following forms prior to registering any event:
      
      i. Event Management Agreement
      ii. Social Responsibility Agreement
      iii. Anti-Hazing Agreement
      iv. Recognition Policy Agreement
      v. Security Plan

      1. Chapters should submit a security plan for each type of event they plan to host. Plans need to only be submitted once a year. Plans should include:
         
         a. Diagram with location of exits, main entrance with ID station, location of Service Distribution Center, security posts, and exact number of sober monitors.
         
         b. Relief plan to cover posts for sober monitors during breaks and description of identifiers for sober monitors (i.e. specialty clothing such as t-shirts).
         
         c. In the City of Ithaca, a noise permit is recommended for events that feature a live performer or DJ with amplified sound. Chapters must submit their request for a noise permit along with a copy of the approved social registration form to the City of Ithaca, at least one week in advance, in order to receive consideration for approval from the Mayor’s office.
         
         d. In the Village of Cayuga Heights, there is no noise permit application process. It is prudent, however, to personally inform your neighbors of possible nuisances and make every effort to avoid such nuisances.
b. The chapter must have the following documents on file prior to registering any event:
   i. Adequate insurance coverage (1 million dollars of primary liability coverage for each occurrence; general aggregate coverage of at least 2 million dollars; and Cornell shall be listed as additional named insured).
   ii. Ithaca Fire Department Operating Permit
   iii. Maximum Occupancy Permit for Assembly Space
   iv. Certificate of Compliance (if applicable)

c. The chapter must be in good judicial standing.

d. The chapter will not be able to host a social event unless these expectations are met.

e. Off-Campus events are not registered through the OSFL; however, compliance to all Event Management Guidelines, University and Inter/national policy is expected at ALL chapter sponsored events.

f. Events held on campus but not in a sorority or fraternity house require that a ERF (Event Registration Form) is submitted.

g. The only organizations that may sponsor events with alcohol in sorority or fraternity facilities are sororities and fraternities recognized by IFC or MGFC.

h. No event may be held prior to the first day of classes or after the Monday following the last day of classes.

i. Open social events with alcohol are prohibited. Open parties are defined as:
   i. A social function with alcohol to which non-members are invited by a blanket or open invitation, expressed, or implied;
   ii. A social function to which non-members are invited through advertising or publicity, including by not limited to signs, t-shirts, posters, billboards, handouts, and/or the use of email, Instant Messenger, Facebook, newspapers, radio, or television is prohibited.
   iii. Private or closed Evites or Facebook invites are allowed.

2. Education and Training
   a. Chapter Presidents, Social Chairs, and Risk Management Chairs are expected to attend Event Management Training at the beginning of each semester.
   b. Chapters may not hold a social event until the training has been completed.

Section 4. General Expectations
The Tri Council promotes compliance with local and state code regulations and laws, University policies, the Sorority and Fraternity Life Rights and Responsibilities, and all Inter/national policies. Sororities and fraternities are expected to conduct their functions according to the set of guidelines listed below.

1. Rental of Chapter Property to Sorority or Fraternity Organizations
   a. If permitted by the Inter/national governing body, a chapter may rent another facility.
   b. The sponsor of the event and the provider of the premises must both register the event.
   c. Chapters renting another organization’s facility, must draft and submit a copy of a signed rental agreement to the Office of Sorority and Fraternity Life.
   d. Registered non-sorority or fraternity organizations are expected to not sponsor events with or without alcohol in sorority or fraternity facilities unless the organization has agreed to co-
sponsor the event.

e. Sorority and fraternity chapters are strongly advised to consult with their Inter/national headquarters' attorneys and insurance professionals to ensure that appropriate risk transfer measures are in place for any use and/or rental of property.

f. Chapters should be aware that willful violations of the law might negate the transfer of the risk of an event.

2. Monitoring Events
   a. General Expectations
      i. Functions are expected to not become overcrowded to the point where safety is a concern, nor are events to continue so late that mechanisms for managing the event deteriorate.
      ii. No chapter may exceed its maximum occupancy for assembly space.
      iii. Registered Afterhours events are expected to end at 4:00 A.M. and be alcohol free.
      iv. All other registered events are to end at 1:00 A.M.
      v. It is expected that individuals who appear intoxicated are not permitted to drive nor should chapter members attempt to transport intoxicated individuals.
      vi. Chapters are expected to contact 911 immediately if individuals appear severely intoxicated and/or impaired.
      vii. The use of an ID scanner is required where readily available for registered events.
      viii. Decorations are expected to meet all fire code regulations.
      ix. All event themes are expected to be respectful and appropriate.
      x. Chapters must handle complaints from neighbors and police in a courteous and responsible manner.
      xi. For non-alcohol related events, guests are expected to show a valid Cornell ID at the door.
      xii. For alcohol related events, members and guests are expected to show a valid driver's license, military ID, or passport AND a valid Cornell ID at the door.
      xiii. Members and guest at alcohol related events, who are of age, are expected to receive a wristband or hand stamp upon entering the event.
      xiv. Sororities and fraternities are expected to deny admittance and/or alcohol to individuals who are likely to be irresponsible in their use of alcohol and/or with whom the sorority or fraternity cannot exercise reasonable control. This includes individuals who are intoxicated to the point of drunkenness or who exhibit reckless behavior.
      xv. The chapter has the right and responsibility to deny admittance to anyone it thinks is already impaired by alcohol or other drugs, even if the person is on the invitation list.
      xvi. If an individual is denied admittance, the chapter is expected to call 911 to assist the individual.
      xvii. It is expected that no alcohol be present at any recruitment or new member function, including Bid Day. Fall social events with alcohol are not to be utilized as
recruitment events. Please note, the Recognition Policy for Sororities and Fraternities mandates no alcohol during recruitment events. Please refer to the recruitment calendar or quarter system for more information. Alcohol should also not be present during the new member period/process.

xviii. It is expected that no member will permit, tolerate, encourage, or participate in activities that include binge drinking or games with alcohol.

xix. Common sources of alcohol (i.e. kegs, large quantities of unattended alcohol) are prohibited at all events, except when provided by a licensed caterer at a Catered Event.

xx. Hard liquor is prohibited at all events.

xxi. $25 fee is charged to all chapters who register an event. These fees will go toward funding a licensed and bonded private security professional, who will be hired to audit ALL registered social events. The Social Responsibility Committee has hired Cayuga Security to complete this task.

b. Service of Alcohol and Food
   
   i. Service Distribution Center: one centralized location is expected to be establish for the distribution of all food, non-alcoholic beverages, and for the distribution of all alcoholic beverages.

   1. Bottled water is expected to be available for the duration of the event. Cases of bottled water can be purchased or ordered through Student Management Corporation (SMC, (607) 257-0000)

   2. Individually packaged food/snacks are expected to be available for the duration of the event.

   3. Service monitors are expected not to serve anyone who is intoxicated or underage.

   4. The following signs are expected to be posted in clear view at the Service Distribution Center for alcohol related events:
      
      a. New York Law prohibits the consumption and service of alcoholic beverages to persons under the age of 21.

      b. Non-alcoholic beverages and food are available.

   c. Sober Monitoring

   i. For ALL functions, sororities and fraternities are expected to provide monitors who will not consume alcohol throughout the duration of the event, and who will monitor the activities of both members and guests, with the objective of promoting compliance with these guidelines and NYS law.

   ii. A minimum of one (1) monitor for every twenty-five (25) guests is expected for each event.

   iii. A list of the names of the sober monitors is expected to be posted in clear view at the main entrance and at the Service Distribution Center.

   iv. All monitors are expected to:

      1. Monitor the entire public assembly space in accordance with the chapter's security plan.
2. Monitor the designated Service Distribution Center to encourage and undertake reasonable efforts to prevent overcrowding and underage drinking. This room should never exceed legal capacity.
3. Monitor the front entrance, parking lots, and other outdoor areas.
4. If a caterer is used, assist in their responsibility to check valid identification of members and guests and reject questionable identification.
5. Stop those leaving the party from taking any open containers with them.
6. Prohibit public urination
7. Mediate altercations and fights by contacting security and/or IPD/CUPD.

v. Cayuga’s Watchers is a free and confidential resource chapters are encouraged to use. They can be reached at www.CayugasWatchers.org

d. Security
i. Security professionals from a company licensed by the state of NY may be used to further regulate the event.

ii. Professional security is expected for Catered Events and may be provided through the caterer.

iii. On the evenings when the security professional works, they will receive a list of all registered events for that night.

iv. They will audit ALL registered events based on a form specific to that event. This form will be reviewed and signed by the Chapter President and Social Chair on the night of the event. The forms for each night will be handed over to the Judicial Board for review. Event Security Forms will be reviewed each semester by the Judicial Board and any changes or updated must be presented to the Tri-Council.

Section 5. Accountability

1. Unregistered Events
   a. The Cornell University Police will receive a list of all registered events weekly.
   b. The Cornell University Police, Cayuga Heights Police, and Ithaca Police Department will be asked to monitor all chapters who are not registered to ensure that they are not hosting an event.
   c. Any chapter who appears to be hosting an event, which is not registered with the OSFL, will be referred immediately to the Judicial Board.
   d. Chapters who host unregistered events have a suggested sanction of six (6) weeks of social probation.

2. Underage Drinking
   a. Chapters that have a complaint filed against them reporting the service of alcohol to underage individuals will be given on warning per semester at the discretion of the Judicial Board.
   b. Chapters found responsible for a second (2) underage drinking violation will be given a
minimum sanction of two (2) weeks social probation.

c. Additional violations of NYS law and the Event Management Guidelines will be reviewed by the Judicial Board and sanctions will be determined on a case-by-case basis.

3. New York State Laws

a. Selling or giving alcohol to an individual less than 21 years of age (by a person other than parent or guardian) is a Class B misdemeanor, punishable by imprisonment for up to three (3) months and/or a fine.

b. Sale of alcohol and food- if beer is to be sold, you must hire a licensed catering service to cater the function and provide the alcohol for the event. The Alcohol Beverage Control (ABC) Board legally defines the selling of alcohol beverages as:
   i. The charging of an entry fee, donations, cover charges, the purchase of other products for admittance, or the coordinated purchase of alcohol by an organization.
   ii. Only state licensed catering service can provide liquor for sale.
   iii. Sale of food at a “one-time event” where no alcohol is served, held at your house, requires no permit. If food is to be served on campus, contact Dining Services.

c. Open Container Law- It is illegal to transport (walk, drive, or carry) alcoholic beverages in an open container or consume alcohol in or upon any public sidewalk, street, highway, parking lot, or public park within the City of Ithaca or the Village of Cayuga Heights.

d. Noise Permit- Indoor or outdoor amplified music that is considered unreasonable from a distance of 25 feet from the premises requires a noise permit from the City of Ithaca Mayor’s office.

4. University Policy

a. It has been Cornell University policy that the University Recognition of sororities and fraternities is based upon chapter’s complying with local, state, University, and Inter/national policies.
   i. Sororities and fraternities are bound to the conditions of recognition and are responsible for events hosted in their facility.
   ii. Per the Recognition Policy, Cornell University requires that chapters are in compliance with all applicable facility codes and all local and state codes and regulations regarding housing.
   iii. Chapters not in compliance with local, state, and University codes will not be permitted to host social events in their facilities and may be subject to loss of recognition as a chapter at Cornell University.
   iv. The University will take whatever action it deems appropriate, including revoking a chapter’s status of recognition for violations of local, state, and University policy for inappropriate conduct occurring on or off chapter property.

5. Good Samaritan Protocol (GSP)

a. Formally known as the Medical Amnesty Protocol (MAP), GSP is part of Cornell’s comprehensive approach to reducing the harmful consequences caused by the consumption of alcohol.

b. The GSP represents the University’s commitment to increasing the likelihood that
community members will call for medical assistance when faced with an alcohol or drug related emergency.

To achieve these aims, the GSP provides that discretion will be exercised, as permitted under Cornell’s Campus Code of Conduct (Code), as follows:

i. Person in Need of Medical Attention: If an individual who receives emergency medical attention related to their consumption of alcohol completes a required follow-up at Cornell Health, the individual receiving amnesty will not be required to meet with the Judicial Administrator. The individual will not be required to pay for Cornell Health’s required follow-up service, and will receive a warning rather than a written reprimand. A person in need of medical attention is eligible for medical amnesty on more than one occasion. They will not be subject to judicial action should the following Code violations occur at the time of the emergency:
   1. Underage possession of alcohol
   2. Disorderly conduct

ii. Caller: An individual who calls for emergency assistance on behalf of a person experiencing an alcohol-related emergency will not be subject to judicial action for the following Code violations in relation to the incident:
   1. Underage possession of alcohol
   2. Provision of alcohol to an underage person
   3. Disorderly conduct

iii. Organization: a representative of an organization hosting an event is expected to promptly call for medical assistance in an alcohol-related emergency. This act of responsibility will mitigate the judicial consequences against the organization resulting from Code violations that may have occurred at the time of the incident. Likewise, failure to call for medical assistance in an alcohol-related emergency will be considered an “aggravating circumstance” and may affect the judicial resolution against the organization if Code violations may have occurred.
   1. Registered Events
      a. Entire organizations will receive amnesty as described under “Caller” description (only with respect to the person in need of medical attention.
      b. Amnesty from mandatory Social Probation.
      c. Management of party will be assessed separately from the incident as follows:
         i. Adherence to Event Management Guidelines
         ii. Reasonable adherence to Event Management Guidelines
         iii. No adherence to Event Management Guidelines
      d. Outcome of the Judicial Board’s assessment of the management of the party may result in the following:
         i. No penalty
         ii. Fine/Community Service
         iii. Educational Sanction
iv. Any combination of the above as deemed appropriate

2. Unregistered Events
   a. Entire organization will receive amnesty as described under “Caller” description (only with respect to the person in need of medical attention).
   b. Sanctions will be based on a case-by-case basis to be determined by the Judicial Board.

6. Consequences: Below is a list of sanctions that can be explored by the Judicial Board when determining an appropriate outcome for chapter misconduct. Any consequence not fulfilled within the given time limit will result in the chapter’s referral back to the Judicial Board. At this time, the Judicial Board may reassess the sanction originally given.
   a. Educational/Remedial- The primary goal of the Accountability process is educational in nature. The Judicial Board and respective judicial officers may design sanctions that are specific to an individual case when it is determined that educational or remedial value may result and the interests of the University community are maintained.
   b. Fines- The Judicial Board reserves the right to assess a Chapter with a per member fine. The chapter will have the option of paying the fine or, upon appeal to the Judicial Board, accepting an appropriate number of community service hours. Community service hours advisor.
   c. Social Probation- This status is applied as a result of a breach of specific social regulations. Its primary effect is to suspend a privilege related to the nature of the offense and/or restrict access to specific campus facilities or programs.
   d. Disciplinary Probation- This action constitutes a change in status where the organization is no longer in good standing, but continues to be recognized by the University. The chapter is permitted to retain recognition at the University, but under certain state conditions depending upon the nature of the violation and upon the potential learning value that may derive from such a restrictive measure.
   e. Loss of Recognition- The Director of Sorority and Fraternity Life and the Chapter Review Board always reserve the right to refer serious chapter misconduct to the Vice President for Student and Campus Life or their designee to review whether the chapter should be allowed to maintain its status as a recognized chapter. The Judicial Board can recommend any case to the Chapter Review Board if they feel a chapter may lose privileges associated with University recognition (provisional recognition) or that a chapter may lose full recognition. Such determinations will be made pursuant to the Cornell University Recognition Policy for Sororities and Fraternities.

7. Reporting Outcomes
   a. All cases and outcomes will be anonymously reported at weekly IFC, KGFC, and PHC meetings