

**Towson University
Fraternity & Sorority Life
Social Event Requirements**

Purpose

The purpose of these requirements is to promote the management of risk associated with the use of alcohol. Additionally, this document reinforces policies set forth by the international fraternities and sororities represented at Towson University.

I. Definition of Terms

- A. Host Chapter:** Any fraternity or sorority chapter that plans, advertises, sponsors or hosts a social event, or submits a Social Event Notification Form.
- B. Event:** Any gathering deemed to be within the scope of a chapter function.
- C. Planned:** Premeditated or to be conceived before the actual event occurs.
- D. Sponsored:** Paid for by a chapter.
- E. Hosted:** A gathering held at the residence of one or more chapter members.
- F. Promoted:** To bring into being (through means of advertising and/or publicity, internally or externally).
- G. Chapter Member:** Undergraduate active member, graduate active member, or new member.
- H. Guest:** A person who is not a member, a potential new member or a new member of a host chapter.
- I. Drinking Games:** Any activity where alcohol consumption is the primary purpose. Examples include, but are not limited to: beer pong, flip cup, quarters, power hour, card games, Edward 40 Hands, etc.
- J. Forms of Alcohol:** The possession, sale, use, or consumption of alcoholic beverages during a fraternity or sorority event, in any situation sponsored or endorsed by the chapter or at any event an observer would associate with the fraternity/sorority. The above must be in compliance with any and all applicable laws of the state and county, and /or city of Baltimore.

K. Slush Funds: Alcoholic beverages may not be purchased through or with chapter funds nor may the purchase of alcohol for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. This includes “passing the hat,” pooling funds, etc.

II. Types of Social Events

A. Formals/Date Parties are restricted to chapter members and one personal guest or member. Those chapter members hosting a personal guest assume responsibility for orienting the individual to all social event policies, monitoring their behavior at all times at the event and ensuring that their conduct is in full compliance with established policies. This section also applies to Semi-Formals and parties here more than one guest per chapter member may be invited.

B. Mixers (aka “Socials”) are social events sponsored by more than one Greek-letter organization but no more than 4 chapters. These events are restricted to the chapter members of the sponsoring chapters and their guests. These chapter members hosting a personal guest assume responsibility for orienting the individual to all social event policies, monitoring their behavior at all times at the event and ensuring that their conduct is in full compliance with established policies. All paperwork of all chapters must be handed in together in one packet.

C. Alumni Social Events are events where chapter members, alumni members, and their guests are present. A chapter with 25% of its active membership in attendance assumes responsibility for: orienting alumni members and guests to all social event policies, monitoring their behavior at all times at the event, and insuring that their conduct is in full compliance with established policies.

D. Brotherhood/Sisterhood Events are social events limited to the active membership of a chapter.

E. Away Weekends are where chapter members or chapter members and guests go to a pre-determined in or out of state destination for more than one day. Away weekend registrations need to include standard social event requirements.

F. Alcohol-Free Social Events are those functions where alcohol is not present.

G. Crush Parties are not allowed since no more than 4 chapters are allowed to be in one place at one time.

H. House Parties (i.e. row homes, satellite homes, apartment units, etc.) are not allowed since chapters do not have officially recognized chapter houses. These types of parties are prohibited by the Office of Fraternity and Sorority Life.

I. Pre-gaming: “Pre-games” are considered a chapter event and are not allowed according to the Office of Fraternity and Sorority Life policies and regulations. This is in direct violation of insurance restrictions and section G of this section.

J. Theme Parties: Parties with themes will not be approved by the Office of fraternity and Sorority Life.

III. Requirements for Social Events with Alcohol at a Third Party Vendor

- A.** The chapter must fill out an event registration form.
- B.** The sponsoring chapter(s) must obtain proof of the establishment’s liquor license unless it is already on file with the Office of Fraternity and Sorority Life.
- C.** The third party vendor must provide proof of insurance to the sponsoring chapter (s). A minimum of \$1,000,000.00 General and Liquor Liability Insurance is required.
- D.** Chapters must agree in writing with the vendor to cash sales only, collected by the vendor, during the event. Alcohol may not be purchased through the chapter treasury or on behalf of the chapter. This includes “passing the hat,” pooling funds, slush funds, etc.
- E.** It is mandatory that transportation be arranged by the chapter to transport members and their guests to and from any third party event. Chapters may use cabs, safe rides by member’s personal cars, or rented busses.
- F.** A separate area of the restaurant/establishments must be set aside for members under 21, if the establishment allows them to enter.
- G.** No chapter may sponsor an event with an alcohol distributor or establishment where 50% of the distributor’s proceeds are generated from the sale of alcohol.
- H.** No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to anyone under the age of 21.
- I.** No one under the age of 21 may consume or possess alcohol. If guests appear visibly intoxicated, they will not be served.

- J.** No chapter may co-sponsor, co-finance, attend, or participate in a function where alcohol is purchased by any of the host chapters, groups, or organizations.
- K.** All social events where alcohol is present must have one sober monitor from the chapter for every 10 people present. Chapters with less than 10 people must consult with the Director of Fraternity & Sorority Life or designee prior to a function. Sober monitors are responsible for ensuring that all attendees have safe transportation to and from the event. New members cannot serve as monitors. This is hazing.
- L.** An attendance list is mandatory for all social events at a third party vendor. This list will be used to facilitate sign-in at the entrance of the event. This must be a printed list and it must be accompanied by a copy of the ticket(s) for the event. Anyone not on the list must be turned away.
- M.** Door monitors (chapter members) and bouncers (employees of the establishment) are required for all social events at third party vendors. Door monitors are responsible for any alcohol entering or leaving the event, the signing in of all guests, and making sure the bouncers/management are checking of IDs and wrist banding/markings of attendees.
- N.** At the entrance, IDs will be checked and all guests over 21 years of age will receive a wristband; all guests under the age of 21 will be marked or stamped.
- O.** All establishments must be closed to the general public during fraternal events or the establishment must have multiple rooms that are able to be designated specifically for the chapters involved.
- P.** Reasonable amounts of food (unsalted snacks) and non-alcoholic beverages (bottled water and other drinks in closed containers, not tap water) must be provided for guests free of charge.
- Q.** Departing guests will be monitored to assure that guests have a safe means of transportation.
- R.** All events must end no later than 2 a.m. or last more than 4 hours unless a Curfew Extension request has been granted by the Director for Fraternity & Sorority Life or designee.
- S.** No event may last for more than four hours with the exception of an away weekend.

- T.** No exotic dancers may be hired for any event.
- U.** No parties/celebrations are allowed for the following occasions: initiation, induction, big/little brother/sister, and revelations.
- V.** No fireworks or explosives may be at an event.
- W.** All events must follow Maryland, Baltimore County, CDC, and Towson University guidelines and restrictions regarding COVID-19.

IV. Social Event Notification

- A.** Each named chapter sponsoring an event, regardless of the location, is held responsible for all persons attending. All sponsoring groups shall follow their (inter)national policy to determine if they may sponsor an event.
- B.** Social Event Notification Forms must be submitted through the online portal one (1) week (7 days) in advance of social events.
- C.** A chapter facing charges for alleged violations of the Code of Student Conduct may not submit social event paperwork for approval pending the outcome of the disciplinary process. Exceptions can be made by the Assistant Vice President for Student Affairs and Campus Life.

V. Violations and Enforcement

Chapters that violate this policy are subject to sanctions set forth by the Office of Student Conduct and Civility Education and the office of Fraternity and Sorority Life.

AY 21-22 COVID-19 Fraternity and Sorority Life Social Event Requirements

All events must follow Maryland, Baltimore County, CDC, and Towson University Guidelines and restrictions regarding COVID-19.

- Please visit the [Coronavirus Information](#) page for developing information.
- Please read the [fall guidelines and expectations for the COVID-19 vaccination](#).
- All indoor gatherings are limited to the number set by Baltimore County and Towson University at the time of registration and event date.
 - Please see the [Baltimore County COVID-19 Coronavirus Updates and Guidance website](#).
- Authorized use of outdoor venues for events or gatherings is strongly encouraged and must provide enough space to promote physical distancing.
- All events need to be follow current masking requirements as set by the University and CDC.
- Chapters will follow all food regulations set by the CDC, Baltimore County, Maryland and the University.
- Chapters will designate an executive board member responsible for responding to COVID-19 concerns. Everyone in attendance should know how to contact this person. This person is responsible for reporting any COVID cases or exposures during the event to the University. They can [report here](#).
- Organizers must communicate to attendees the expectations of the TU community and adherence to hygiene protocols, which include advising attendees to stay home if they do not feel well. Organizers are responsible for enforcement of all policies and expectations with attendees.
- Organizers must provide attendees with reminders of personal hygiene practices to help them stay healthy and limit the potential for community transmission; this includes, but is not limited to, visible signage throughout the venue.
- Organizations are required to have at least two hand sanitizing stations at the event
- Organizations are required to communicate with the third party vendor about these safety requirements.
- Before attending an event, attendees will be required to fill out the University symptom checker. If they are not permitted on campus, they are not permitted at an off-campus event.

In addition to the standard social event notification paperwork, the following will be required to register a social event:

- Student organizations are encouraged to add their event (on and off campus) in their Involved@TU portal and use the event check in app at their events to track attendance.

- All students are required to download the CORQ app which is their Involved@TU source that includes a personalized QR code that they'll need to attend the social event.
- Student organizations will add the RSVP function to their event based on the space capacity.
- The event organizer will need to go through the Involved@TU Event Check in App training (virtually) prior to their event.