

Southwestern University IFC – Fraternity House Event Form

When filled out entirely, this form must be submitted to the IFC Advisor. Each organization is limited to one event per weekend and the IFC Secretary will maintain the calendar for event schedules so that there is only one event per evening. Contact Derek Timourian at 512.863.1665 (call or text) with any questions about this form.

Event Details and Commitment to Adhere to both our National Organization & IFC Risk Management Policies

Today's Date: _____ **Sponsoring Organization:** _____

Name of Event/Theme: _____ **Event Date:** _____

Time Beginning: _____ **Time Ending:** _____

Members in charge _____ **Cell Phone:** _____

Expected Attendance*: _____

Applicable IFC Risk Management Policies for this event (check all that will apply for this event)

Open Event (no alcohol served/brought into the event) – submit Form by 12noon, 1 business day before event
- After the event, complete the IFC Post Event Report Form within 24 hours (Note: Form is available on IFC website)

Food & non-alcoholic beverages must be available to guests through the event (Provide specifics below)

- Utilize a minimum of 8 sober monitors for the event – attach your staffing schedule to this form

Note: All sober monitors must have either TIPS for the University or TABC certificate on file with Student Activities

- Every residence (student bedroom) door is locked during the event

- There will be only one accessible entrance to the event

- Monitors positioned outside of bathrooms and at entrances, exits and stairways

- Accurate guest list to be developed at entrance and maintained throughout event

Note: The guest list is required on IFC Post Event Form

- We will verify that all attendees are Southwestern community members or invited (age 18+) guests

- Our sober monitors will deny entrance to anyone who appears visibly intoxicated

and we will contact SUPD at 512.863.1944 for assistance if necessary

- *Event capacity will be managed so that no more than 150 guests are present at one time (must monitor in/out of guests to maintain this threshold - our method to monitor capacity is provided below)

- Additional risk management policies that will be employed for this event (specify below)

IFC Event – Applicable SU Policies and Guidelines

Alcohol Policy: Southwestern University expects students to know and observe all state and local laws pertaining to the possession and use of alcoholic beverages, as well as the Alcohol Policy as outlined on page 39 of the Student Handbook. (Note: The Handbook is available online at: <https://www.southwestern.edu/life-at-southwestern/student-handbook/>).

Damages & Cleaning: We understand and accept responsibility for the cleaning of the facility and surrounding property immediately after the event, as well as the payment for repairs of any damages that may occur. All cleaning must be completed by **12:00noon on the day following the event**. Our organization will be billed for the cost of additional cleaning and repair for any damages.

Facility Use Policy: All events must limit attendance to the number of occupants specified for the facility hosting the event. Guests appearing on a pre-determined guest list, submitted 24 hours in advance, may bring another student (or +1) to the event, however, these additional students must be accounted for and added to the post-event guest list. Additionally, no temporary fencing, tarps, or other structures (e.g. plywood) may be used to envelop exterior spaces or increase the size of a facility used to host organization events.

Quiet Hours: Quiet hours should be acknowledged at 12 midnight on weeknights and 2am on weekends (Friday and Saturday).

Good Samaritan Policy: Southwestern University encourages students to seek medical attention during an alcohol or drug-related emergency. The Southwestern University Good Samaritan Policy offers **amnesty from university sanctions** for 1) intoxicated individuals (2) individuals and organizations that assist an intoxicated individual in need of help. In a medical emergency the only consideration should be for the health and safety of those at risk. For the entire policy, please see page 44 of the Student Handbook.

National Organizations Policy: Southwestern University expects all nationally affiliated organizations to follow these alcohol event policies, as well as those established by their national organization for risk management.

Risk Management Policy: By signing this form, our organization is accepting responsibility for the activity and conduct of all participants, including guests. Violations could result in the event being terminated and/or disciplinary action against the organization or individuals.

Recent Organization History: All policies and procedures related to alcohol event requests can be modified based on an organization's recent history. If an organization has recently been found in violation of University Policy, or is under a current sanction, additional requirements may be added in order to gain approval of the request.

Student Sexual Misconduct Policy and Student Organizations: A student organization may be held responsible for sexual misconduct when alcohol or other drugs made available or were knowingly allowed by the organization during an organization-related event were a factor in a violation, and that organization did not take reasonable precautions to ensure the safety of the members and their guests. For more information about this important topic, please refer to entire policy on page 72 of the Student Handbook.

We have read the above statements and agree to be responsible for this event and adherence to these guidelines. At least one of the officers signing below will be present throughout the entire event to ensure all IFC risk management polices are followed.

Signature of Organization President responsible for the event

Print Name

Signature of additional Organization Officer in charge of event

Print Name

For Office Use Only	
Date Reviewed: _____	
Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Security Required:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Pre/Post Meetings:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Wristband Color: _____	
_____ Signature: Director of Student Activities	

CC: SUPD Org. Advisor Dean of Students