

<http://www.youtube.com/watch?v=mDsAelTnXQE> Off Campus Social Events Policy  
(Revised May 17, 2011)

**Registration:** All off-campus social events open to non-members or where alcohol will be present must be registered with the Dean of Students Office (210 Student Health Center) at least *48 hours* prior to the date of the scheduled event. A social event is defined as any function or activity that is provided by an organization to meet the social needs of members and/or guests. Such events may include, but are not limited to, dances, movies, card games, casino nights, comedy nights, picnics, camp-outs, canoe trips, mixers, exchanges, walkouts, member/date functions, and membership recruitment functions.

**Police Security:** Any social event registered as “open” must have uniformed police officers with arrest authority present at the event. This applies to any registered event on or off campus. Closed events may be required to have police officers present depending on the judgment of the UCA Police department in consultation with student life staff.

- ON CAMPUS EVENTS – UCA police officers will be the required method of security for events held on-campus and on university controlled properties (including fraternity houses).
- OFF CAMPUS EVENTS – Recognized Student Organizations (RSOs) *must* first *contact UCAPD* to arrange security for off campus events. UCAPD will determine if they can work the event. If they cannot, uniformed police officers from other agencies (i.e., Conway Police, Faulkner County Sheriff, etc.) may be contacted.
- **RSOs must contact UCAPD at least 7 days prior to an on or off campus event to make security arrangements. RSO events will not be approved if they do not meet this 7 day deadline.**
- RSOs must contact UCAPD before registering their event with the Dean of Students.
- UCAPD, in consultation with student life staff, will determine the number of officers needed to work the event.

**Security Procedures for Open Events:** The following procedures are required to optimize safety and security at open events.

- All off campus open parties sponsored by recognized student organizations (RSOs) are limited to individuals with current University IDs (UCA or other college ID), plus one guest per member of the sponsoring organization.
- Guests must be signed in on a guest list at the door.
- Advertisements for the event must specify “Limited to students with current college ID.”
- Security wands must be used at all open parties. Wands are available from the Student Life Office or UCAPD. Sponsoring organization members will administer use of the wands.
- Signs must be posted outside open events to address loitering and other behavioral issues. Signs are available from the Student Life Office.
- Sponsoring organization members working the event must meet with police prior to the event to go over security procedures.
- Music must be turned off and lights turned on no later than 2:00 a.m.
- These security procedures, although recommended, are not required for closed social events.
- Any exceptions to these procedures must be approved by the Vice President for Student Services or designee.

**Alcohol:** To sponsor an event where alcohol will be present, the executive officers, social chair, and pledge chair (if applicable) must complete an alcohol risk management program sponsored by the appropriate UCA department. This program will include information on local, state, and federal laws, as well as responsible party planning. In addition, a copy of the organization’s national policy on open parties and alcohol related events must be on file with the Student Life Office.

Student organizations are responsible for establishing procedures to minimize the risk of alcohol related incidents, and ensure that all local, state, and federal laws (and national policies if applicable) are followed. Such procedures may include, but are not limited to –

- Checking IDs to ensure students are of legal age to consume alcohol.
- Establish an identification system (such as wrist bands) to ensure alcohol is not provided to minors.
- Provide designated drivers for individuals who are intoxicated and/or are over the legal limit to drive.
- Actively take steps to minimize intoxication of individuals.

**Organization Responsibility for Members & Guests:** A student organization that sponsors an off-campus social event shall at all times be responsible for the actions of its members, pledges, associate members, and/or guests.

**Enforcement:** In addition to any civil or criminal action taken by local authorities, alleged violations of this policy will be addressed through the university discipline system. The national office of the sponsoring organization may be notified. Information about off campus events will be forwarded to appropriate law enforcement agencies. UCA reserves the right to attend and monitor an event's activities.