UCA SOCIAL EVENTS PROCEDURES CHECKLIST

PROCEDURES	ON CAMPUS	OFF CAMPUS OPEN	OFF CAMPUS CLOSED WITHOUT ALCOHOL	OFF CAMPUS CLOSED WITH ALCOHOL
Register on OrgSync no later than 48 hours prior to the event *Use the Off Campus Social Events Registration Form		✓	✓	✓
Reserve the facility at least two weeks in advance	✓			
Contact UCAPD at least 10 days prior to event	✓	✓	✓	✓
UCA PD present	✓	✓	consult UCAPD	consult UCAPD
If outside of Faulkner County, provide documentation to UCAPD that security arrangements have been made at least 30 days prior to event		✓	✓	✓
UCA students plus a limited number of registered guests *≤ 30 members: 5 guests/member; 31-70 members: 3 guests/member; ≥71 members: 1 guest/member		✓		
UCA students only; each student allowed to bring one (1) guest	✓			
Limited to 1 guest per member of sponsoring organization(s)			✓	✓
Guest list (for non-UCA students) submitted electronically to Student Life at least 48 hours in advance of event		✓	✓	✓
Guests must be checked at the door against the guest list submitted to Student Life		✓	recommended	recommended
Electronic card readers in use	✓	✓	recommended	recommended
Events end by 1am on weekends and 12am on weeknights	✓			
Music turned off and lights on no later than 2am		✓	✓	✓
Faculty/Staff Advisor present	✓			
Provide party monitors wearing identifiable security uniforms *1 monitor per 50 estimated guests	✓	✓		recommended
Party monitors review security procedures with UCAPD prior to start of the event	recommended	✓	recommended	recommended
Security wands in use	consult UCAPD	✓	recommended	recommended
Fire code not exceeded *Clickers available for check out	✓	✓	✓	✓
Advertisement must say "limited to UCA students with current college IDs" *Radio advertisement is never permitted	✓	✓		
No advertisement			✓	✓
Signs posted outside of event entrance: "UCA ID only", "No Loitering"	✓	✓	recommended	recommended
Adhere with university "Facility Usage Policies" and "Student Center Facilities Policy" *Policies available in the UCA Student Handbook	✓			
Sponsoring organization is at all times responsible for the actions of its members, new members, associate members, and/or guests	✓	✓	✓	✓
Display risk management certificate	recommended	recomm.	recommended	recommended
Single point of entry	recommended	recomm.	recommended	recommended
No readmittance (on time entry)	recommended	recomm.	recommended	recommended
If serving drinks (alcohol or non-alcohol), use clear cups	recommended	recomm.	recommended	recommended
Executive officers, social chair, and new member chair (if applicable) complete an alcohol risk management program				✓
Copy of the organization's national policy on open parties and alcohol on file in the Student Life Office				✓
Take steps to minimize intoxication of individuals				recommended
Check IDs to ensure students are of legal age to consume alcohol				recommended
Establish an identification system (i.e.-wristbands) to ensure alcohol is not provided to minors				recommended
Provide non-alcoholic beverages for under 21 attendees and nondrinkers				recommended
Use of bartender in adherence to FIPG rules or national bylaws				recommended
Buses/vans used as transportation if leaving city limits				recommended