

Off Campus Social Events Policy
(Revised January 5, 2012)

Registration: All registered student organizations (RSOs) off-campus social events that are open to non-organizational members or where alcohol will be present must be registered with the Dean of Students Office (210 Student Health Center). 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. **RSOs must first contact UCA Police at least 10 days prior to an event to make security arrangements. RSO events will not be approved if they do not meet this 10 day deadline. Once security arrangements are made with police, RSOs must then register their off campus event with the Dean of Students at least 48 hours prior to the event. RSOs are asked to use MatchForm when registering an event.**

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 theUCA Police department in consultation with student life staff.

- UCA police officers will be the required method of security for events held on or off campus within Faulkner County. If there is an insufficient number of UCA officers to work an event, officers from other police agencies may assist in providing security for the event. At least one UCA officer, however, must work the event. The UCA officer(s) will assume primary jurisdiction for the event.
- UCA Police department, in consultation with student life staff, will determine the number of officers needed to work the event.

Student Party Monitors: A student organization must provide its own members as “party monitors” to work an open event. The guideline will be one party monitor per 50 estimated participants at the event. Student party monitors must attend a training program provided by UCA Police department and UCA Student Life. The number of party monitors to be trained must be sufficient in size to cover the largest anticipated open event sponsored by the organization.

- Party monitors must wear identifiable security uniforms at an open event.

Limit to UCA Students and Guests: All off campus open social events will be limited to UCA students with current UCA ID, plus registered guests. Registered guest are non UCA students.

- The number of registered guests who can attend an open event will be determined by the size of a student organization using the following formula –
 - Organizations with 30 or fewer members may have up to 5 guests per member.
 - Organizations with 31 to 70 members may have up to 3 guests per member.
 - Organizations with 71 or more members may have up to 1 guest per member.
- A student organization may invite other special groups if approved in advanced by Student Life staff.
- A guest list must be turned in electronically to the Student Life Office *48 hours in advance of the event*. Information required on the guest list shall include guests’ names, phone number, e-mail address, and driver license (or State issued Identification Card number). *Guests must have driver license or State ID Card on them when entering the event. Individuals not on the guest list will not be allowed into the event.*

Event Advertisement: Advertisements for open social events must specify “Limited to UCA students with current college ID.”

Fire Code Limit: The number of individuals attending the event shall not exceed the fire code for the event venue.

Card Readers: UCA has purchased electronic card readers that will be used at on and off campus open social events. Individuals attending an event must swipe an identification card (UCA ID, driver license or State issued Identification Card) through a reader to enter the event.

Other Security Procedures for Open Events:

- Guests must be checked against the guest list at the door.
- Security wands must be used at all open parties. Wands are available from the Student Life Office or UCAPD. Sponsoring organization party monitors 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 party monitors 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.

Security of Events Outside Faulkner County: Student groups who plan open social events in locations other than Faulkner County must provide documentation to UCA Police that security arrangements have been made for the event. UCA police, in consultation with Student Life staff, may require documentation for security for closed events that are large in size and/or where alcohol is present. Documentation should be submitted to UCA police 30 days in advance and must include contact name and phone number of security working the event. UCA police will not work off campus events outside Faulkner County.

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.

Evaluation Report: At the end of each open social event, UCA police will complete a report to debrief the event. The report will be submitted to the Student Life staff. The purpose of the report is to communicate concerns and make recommendations for improvements for future events, if necessary.

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.