

Social Events Policy - Updated August 18, 2015

The Office of Student Life recognizes the value of both on and off-campus social events. In an effort to ensure the safety and success of these events, the following policy shall govern the planning and implementation of all social events. Any exceptions to these procedures must be approved by the Vice-President for Student Services or designee.

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, parties, dances, concerts, festivals, movies, casino/game nights, comedy shows, picnics, camp-outs, canoe trips, mixers, walkouts, member/date functions, sporting events and races, pageants, pool parties, probates, yard shows, formals, semi-formals, and membership recruitment functions.

All Social Events are categorized as on or off-campus and either open or closed.

- Open events held on-campus are restricted to UCA students and each student is allowed to bring one and only one guest to the event
- Open events held off-campus must be held within Faulkner county, and are limited to students with current college ID plus one guest per member of the sponsoring organization
- Closed events, whether on or off-campus, are restricted to members of the sponsoring organization and each member is allowed to bring one guest

Note: *A student organization may invite other special groups if approved in advance by the Office of Student Life.*

Note: *Only one major student social event is allowed on-campus per day.*

In order to host social events, the president, two additional executive board officers and the member responsible for planning events must attend the social events training held each semester by the Office of Student Life. If an organization fails to meet this requirement, all social event privileges will be revoked for that semester.

A student organization that sponsors a social event shall at all times be responsible for the actions of its members, new members, associate members and/or guests.

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 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

Before the Event

Police and Security

UCA Police are the required method of security for events held on or off campus within Faulkner County. UCA Police, in consultation with student life staff, will determine the number of officers needed to work the event. Any on or off-campus social events registered as “open” must have uniformed police officers with arrest authority present at the event. 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.

Deadlines for student organizations to contact UCA Police differ according to where the event will take place.

Events within Faulkner County

- RSOs must contact UCA Police **no later than** fourteen (14) days prior to an event to make security arrangements

Events outside of Faulkner County

- UCA police will not work off campus events outside Faulkner County. Documentation of the security agency working the event must be submitted to UCA police thirty (30) days in advance and include the contact name and phone number.

RSO events will not be approved if they do not meet these deadlines. Once security arrangements are made with police, RSOs must then register their off-campus event with the Dean of Students via OrgSync.

Registering Events

All events must be registered with Dean of Students through an organization’s OrgSync portal. Administrators must go to the Events tab of their portal and click on “Create an Event”. From there they will include the event details and the accompanying form to begin the approval process. Failure to complete the registration process may result in an event not being approved.

- On-campus events and off-campus events within Faulkner County, whether open or closed, must be registered at least fourteen (14) days in advance
- Off-campus events outside of Faulkner County must be registered at least thirty (30) days in advance
- Events with contractual live entertainment (concerts, speakers, etc.) must be registered thirty (30) days in advance

Note: *If transportation will be provided through a charter bus company, a Bus Conduct Agreement must be completed and returned to the Office of Student Life before the event will be approved. This paper form is available in the Office of Student Life.*

Time of Events

On-campus events scheduled on weekends (Friday and Saturday) must end no later than 1:00 am; events scheduled on weeknights (Sunday through Thursday) must end no later than 12:00 am. Off-campus events must have music turned off and lights turned on no later than 2:00 am.

Guest Lists

Information required on a guest list must include guests' names and driver's license or state issued ID number. Guest lists must be submitted to the Office of Student Life via OrgSync at least 48 hours in advance.

- For open off-campus events, individuals without a valid college ID must be included on the guest list
- For closed off-campus events, individuals who are not a member of the sponsoring organization(s) must be included on the guest list

Note: *Guests must have a valid driver's license or a state-issued ID card with them upon entering the event. Individuals not on the guest list cannot be allowed into the event.*

Checking Out Event Supplies

All organizations must obtain social event supplies from the Office of Student Life before their event. Supplies will be available for pickup no sooner than 1:00pm the business day of the event. Amount of supplies provided will vary based on number of anticipated attendees and the event venue.

- On-campus open events require an attendance clicker, card reader(s), metal detector wand, and social event signs
- On-campus closed events require a card reader(s) and social event signs.
- Off-campus open events require an attendance clicker, card reader(s), metal detector wand, and social event signs
- Off-campus closed events require a card reader(s) and social event signs. If the event will have alcohol, wristbands and an age verification card reader will also be provided

Advertising

No advertising of an event can take place until the event has been approved on OrgSync. If advertising happens before approval is granted, the event may be subject to cancellation. Advertisement can only happen for open events and **must** include "Limited to students with a current college ID".

At the Event

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. Party monitors must wear identifiable security uniforms. 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.

Duties of the party monitors are to:

- Introduce themselves to the advisor (for on-campus events) and university police officer to review security procedures (for all events)
- Administer admission procedures established for the event
- Assume responsibility for the supervision of the event in keeping with policies governing the use of the building and university regulations
- Report any infraction of school policy to the advisor, RSO leadership, and University police officer

Admission Procedures

Signs must be posted outside events to address loitering and other behavioral issues.

- Open Events
 - Guests should enter through a single entrance
 - Guests must be passed over using the metal detector wand
 - For UCA students: Scan the BearCard
 - For Non-UCA Students: Verify student status by examining college ID, then scan driver's license or state-issued ID
 - For Guests: Verify invitation by referencing guest list and then scan driver's license or state-issued ID
 - Ensure fire code for the venue is not exceeded by using attendance clicker
- Closed Events
 - For UCA students: Scan the BearCard
 - For Guests: Verify invitation by referencing guest list and then scan driver's license or state-issued ID

Advisor

For on-campus events, it is the responsibility of each organization to have a faculty/staff advisor present. In cases where the advisor cannot attend, another faculty/staff member may be substituted. The organization will be responsible for canceling the event if an advisor cannot attend the entire activity.

The role of the advisor is to:

- be present from the beginning to the end of the event
- work with and through the leaders of the organization in implementation of university policies
- act in accordance with the regulations of the University of Central Arkansas, and call to the attention of students in charge of the event undesirable situations for which corrective measures are needed

Alcohol

To sponsor a closed, off-campus event where alcohol will be present, the executive officers, social chair, and new member 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 social events and alcohol related events must be on file with the Office of Student Life.

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
- Establishing an identification system (such as wrist bands) to ensure alcohol is not provided to minors
- Providing designated drivers for individuals who are intoxicated and/or are over the legal limit to drive
- Actively taking steps to minimize intoxication of individuals

After the Event

Returning Event Supplies

All supplies must be returned by noon of the following business day. If supplies are not returned by this deadline, a \$15 per day late fee will be charged. If items are not returned within a one week timeframe or have been misplaced/lost, the organization will be charged the full replacement cost for the item(s). All RSO privileges will be suspended until any late fees or replacement costs are received.

Uploading Attendance

Attendance for events will be uploaded to OrgSync by the Office of Student Life upon the return of the event scanners. If an organization is using a card scanner that was not checked out by the Office of Student Life, they must upload all attendance to OrgSync within 24 hours of the completion of the event.

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.