

Cornell University Sorority and Fraternity Life Risk Management and Social Event Policy

The Sorority and Fraternity Risk Management and Social Event Policy is intended to promote a safe environment for students. Each sorority and fraternity is, and remains, an independent legal entity responsible for its own actions and for meeting its own legal duties and obligations, as well as liability for violations thereof. Therefore, all sororities and fraternities are responsible for knowledge of both this policy and the policies of their Inter/national sorority or fraternity pertaining to social events. This policy applies to all recognized sororities and fraternities at Cornell.

Purpose

- A. To promote a safe environment for all Cornell students participating in sorority and fraternity sponsored events.
- B. To assist chapter officers, chapter members, alumni advisors and volunteers with reducing the risk associated with the consumption of alcohol by members and guests through the promotion of safe and responsible behavior.
- C. To affirm the sorority and fraternity community's tradition of and commitment to responsible self-government.

Basic Overview

The possession, use, and/or consumption of alcoholic beverages during a chapter event, or in any event sponsored or endorsed by the chapter, must comply with all applicable laws and regulations of the federal, state, county, city, university and Inter/national sororities and fraternities. Sororities and fraternities must conduct their activities in accordance with this policy and the spirit of social responsibility it embodies.

Risk Management and Social Event Rules

1. Definition of an Event

Regardless of location, whether on or off campus, an event where alcohol is present is an "event" for the purposes of this policy if any of the following occur:

- a) It can be associated with a specific chapter (or chapters) by a reasonable outside observer.
- b) Chapter members took part in the coordination of the event for the benefit of the chapter and/or other members, new members, or potential new members of the chapter.
- c) The event is sponsored, publicized, financed, and/or endorsed by the chapter.

2. Event Types: Small Events and Large Events

Any event to which non-members are invited **must** be registered as either a small or large event.

A. Small Events

- a) 1:1 ratio of guests to members (e.g. there can be no more than one guest per member attending the event), but in no case may attendance at a small event exceed 99 people or the local fire or building code capacity of the event venue, whichever is less.
- b) Small events must have independent event monitors and follow all Inter/national policies for alcohol.

B. Large Events

- a) Any event over 99 people where the ratio of member to guests is over 1:1. However, Inter/national policies regarding member to non-member ratios must be followed in all cases and in no cases may the attendance at a large event exceed the local fire or building code capacity of the event venue.
- b) Large events must use an approved licensed and insured third party vendor for both event security and the service of alcohol.

- Current approved third-party catering and security companies can be found on the Event Management Policy Resources page of the OFSL Website:

<https://scl.cornell.edu/get-involved/sorority-fraternity-life/procedures-sororities-fraternities>

- C. Attendance by non-members must be by invitation only and utilize a guest list system.
- D. Refer to Event Types in Appendix A for a listing of common event types and additional rules applicable to each.

3. Rules Applicable to All Events

- A. Open social events with alcohol are strictly prohibited. Open social events are defined as:
 - a) A social function with alcohol to which non-members are invited by a blanket or open invitation, expressed, or implied;
 - b) A social function to which non-members are invited through advertising or publicity, including but not limited to signs, t-shirts, posters, handouts, and/or the use of e-mail, GroupMe, Instagram, Snapchat, Facebook, etc.
- B. No more than four chapters may sponsor or co-sponsor any one event with alcohol.
- C. Chapters are not permitted to co-host events with sororities and fraternities that are [not recognized by the university](#), as defined in the Recognition Policy for Fraternities and Sororities.

4. Registration of Events

- A.** All events must be registered via Campus Groups, subject to one limited exception set forth in (C) below, a minimum of ten (10) days for a small event, and fifteen (15) days for a large event, in advance of the date scheduled for the event at <https://cornell.campusgroups.com/index>.
- B.** Chapters may, but are not required to, register events that do not meet the definition set forth in section 1 above via Campus Groups. Registration places the event under the requirements of this policy. When a chapter fails to register an event that falls under the definition set forth in section 1, this policy still applies and the chapter may be subject to disciplinary action.
- C.** Registered events may only be held on Thursdays, Fridays, Saturdays and Sundays. Permission to register an event for another day of the week may be granted only through written council (IFC, PHC and or MGFC) approval at least ten (10) days in advance of the date proposed for the event.
- D.** Events held on campus but not in a fraternity or sorority house require that an event registration form (ERF) be submitted in advance via [Cornell University's Event Registration Form](#). If you are submitting an ERF you do not also need to register that social event in Campus Groups.
- E.** No event may be held prior to the first day of classes or once the study period at the end of a semester has begun. The first day for registered events will be communicated by the Office of Sorority and Fraternity Life (hereinafter referred to as OSFL) prior to the start of each semester.
- F.** Registered student organizations or groups not recognized by OSFL are not permitted to host events in university recognized sorority or fraternity houses.

5. Eligibility Requirements to Register an Event

- A.** Each sorority and fraternity must first register their organization in Campus Groups at the beginning of each semester at <https://cornell.campusgroups.com/index>. Failure to timely register will delay an organization's ability to register, and therefore host, events.
- B.** The sorority or fraternity President, Social Chair(s), and Risk Management Chair (or applicable positions) must complete Event Management Training at the beginning of each semester. Training will take place prior to the opening day for registration of any event.
- C.** The chapter President must sign and submit the Recognition Policy Acknowledgement Form at the beginning of each semester. The form is available via Campus Groups at <https://cornell.campusgroups.com/index>.
- D.** The chapter must have adequate insurance coverage in place (1 million dollars of primary liability coverage for each occurrence; general aggregate coverage of at least 2 million dollars; and Cornell shall be listed as additional named insured). The current certificate of insurance (COI) must be submitted to OFSL

when it is renewed annually and on file with the office before any event can be registered.

- E.** The sorority or fraternity must be recognized in good standing at the time the event is scheduled to take place. Additionally, if a judicial matter is pending at the time chapter is completing the event registration, the chapter may be prohibited from registering that event while the matter is pending, at the discretion of the Assistant Vice President for Student and Campus Life.
- F.** The sorority or fraternity and/or provider of the premises are to have a valid: Ithaca Fire Department Operating Permit, Maximum Occupancy Permit for Assembly Space, and Certificate of Compliance (as applicable), each of which must be on file with OSFL before any event may be registered.

6. Alcohol and Drugs

- A.** The chapter/organization, members and guests must comply with all federal, state, and local alcohol and drug laws. No person under the legal drinking age may possess, consume, provide or be provided alcoholic beverages.
- B.** The chapter/organization, members and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell and/or manufacture illegal drugs or other controlled substances while on chapter/organizational premises or at any activity or event sponsored or endorsed by the chapter/organization.
- C.** Alcoholic beverages must either be:
 - a)** Provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc. Refer to Appendix B); or
 - b)** Brought by individual members and guests through bring your own beverage ("BYOB") system as required by Inter/national sorority and fraternity policy. The presence of alcohol products above 15% alcohol by volume ("ABV") is prohibited on any chapter/organization premises or at any event per Inter/national policies.
- D.** Hard alcohol is prohibited at all events regardless of location.
- E.** Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third party vendor, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).
- F.** Alcoholic beverages must not be purchased with chapter/organizational funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
- G.** A chapter/organization must not co-host or co-sponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol.
- H.** A chapter/organization must not co-host or co-sponsor an event with a bar, event promoter or alcohol distributor; however, a chapter/organization may rent

a bar, restaurant, or other licensed and insured third-party vendor to host a chapter/organization event and all other policies for the small/large event apply.

- I. Any event or activity related to the new member joining process (e.g., recruitment, intake, rush, etc.) must be substance free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation into the sorority or fraternity, including but not limited to “bid night,” “big/little” events or activities, “family” events or activities and any ritual or ceremony.
- J. The chapter/organization, members or guests must not permit, encourage, require, coerce, glorify or participate in any activities or events involving the rapid consumption of alcohol, such as drinking games.
 - Note: the above expectations follow the North American Interfraternity Conference alcohol and drug guidelines.

7. Event Monitor Requirements

- A. Chapters that host events on or off campus are required to retain independent event monitors for all events; and for large events, they must retain third-party vendors for both alcohol service and security. See section 2 for details.
 - a) Refer to Event Monitor Expectations in Appendix C

8. Sober Monitor Requirements

- A. Each chapter hosting or co-hosting an event must have sober monitors.
- B. A minimum of ONE (1) monitor for every twenty-five (25) attendees is required for each event. Please see specific instructions regarding Slope Day (1 per 20) in Appendix A. A list of the names of the monitors must be posted in clear view at the main entrance of the event. The monitors must be consistently visible to and able to monitor guests, maintaining a presence throughout the event, and responding to inquiries that may be made by the chapter or the university’s roving security team during the event.
- C. Sober monitors must complete the CU Learn Cornell Sorority and Fraternity Life online training prior to serving as a sober monitor. The training is required every semester for the sober monitors to stay in compliance.

9. Event Planning and Management Rules

- A. A guest list must be created prior to any event and then the use of an ID scanner is recommended. Chapters will be provided scanners upon request. If a guest list is changed prior to the event happening, chapters may submit an updated guest list following the event.
- B. Members and guests at events where alcohol is served who are of legal age to consume alcohol must receive a wristband or hand stamp upon entering the event to indicate they are 21 years of age or older (the legal age to consume alcohol). Those who are not 21 years of age or older are not to be served alcohol.
- C. Bottled water must be available for the duration of the event.

- D.** Individually packaged food/snacks are strongly encouraged to be available for the duration of the event. Hand sanitizer is also recommended.
- E.** Event Decorations and Themes
 - a) Decorations must meet all fire code regulations. Chapters may contact the Office of Sorority and Fraternity Life to arrange a consultation with questions regarding fire safety and decorations.
 - b) All event themes must follow the university's nondiscrimination policy, respectful and appropriate.
- F.** Complaints
 - a) Chapters must handle complaints from neighbors and police in a courteous and responsible manner.
- G.** Good Samaritan Protocol
 - a) It is imperative that chapters call 911 immediately if any individual at the event appears severely intoxicated and/or impaired, is having an adverse reaction to drugs or alcohol, or has sustained an injury while drinking or using other drugs. Under Cornell's Good Samaritan Policy, individuals that call for help and those that receive help in an alcohol or drug related emergency are protected from individual judicial consequences. Calling 911 in such circumstances may also be considered as a mitigating factor in an organizational misconduct case.
- H.** Cooperation with Emergency Responders
 - As per the Recognition Policy for Fraternities and Sororities, section 18:
 - a) A representative of a fraternity or sorority is expected to promptly call for medical assistance by dialing 911 in the event of an alcohol and/or drug related emergency or any other emergency situation pertaining to health and safety;
 - b) Fraternities and sororities shall fully cooperate with emergency personnel responding to calls for medical assistance in order to ensure members and guests receive immediate medical assistance in the event of an alcohol and/or drug related emergency or any other emergency situation. Obstruction of emergency responders will not be tolerated.
- I.** Events may not become overcrowded to the point where safety is a concern, nor are events to continue so late that mechanisms for managing the event deteriorate. More specifically, no chapter may exceed its Maximum Occupancy for Assembly Space. All registered events must end promptly by 1:00 a.m. This means music must end at this time. Guests must disperse, and any transportation arranged by the hosting chapter(s) should have arrived by 1:00 a.m.

Enforcement

1. Any chapter who appears to be hosting an unregistered event or a registered event that is not in compliance with this policy will be referred immediately to the [sorority and fraternity judicial process](#). Local and University partners such as, Cornell University Police, Cayuga Heights Police, Ithaca Police Department, Ithaca Fire Department, City of Ithaca, Cornell Environmental Health and Safety, Social Responsibility Committee, Interfraternity Council, Panhellenic Council and Multi-Cultural Greek and Fraternal Council, etc. are asked to refer all chapters who are or appear to be holding events that are not registered. Reports of unregistered events or registered events that are not in compliance with this policy may also be made by individual community members directly to the Office of Sorority and Fraternity Life by emailing greeks@cornell.edu.
2. Should any violations, at registered events or unregistered events or other activities, pose health and safety risks (including but not limited to facilitating, allowing, or requiring underage alcohol consumption, insufficient event monitoring/controls, or failure to register an on- or off-campus event where alcohol is present), the chapter will be immediately placed on interim suspension, with all chapter activities ceased pending the outcome of a sorority or fraternity organizational judicial proceeding. Should the outcome of that proceeding substantiate the violations, the final sanction will range from a minimum of a three-year suspension to permanent dismissal from university recognition.
3. A university-staffed, roving enforcement team will be deployed nightly to undertake random spot-checks of on- and off-campus properties for potential violations of event management policies or the law. Any indication of policy violations will result in immediate notification of appropriate law enforcement agencies with a request that noncompliant events be shut down. Indications of violations under this policy include but are not limited to:
 - Unregistered events
 - No third-party vendor for alcohol at a large event
 - No independent event monitor at a small event
 - No third-party security at a large event
 - Event over capacity
 - Underage service of alcohol and or the presence of illegal drugs
4. Chapters understand that selling or giving alcohol to an individual less than 21 years of age (by a person other than parent or guardian) is a Class B misdemeanor, punishable by imprisonment for up to three months and/or a fine, in addition to a violation of the Risk Management and Social Event Policy. Individuals may be referred to the Office of the Judicial Administrator for individual violations.

Appendix A

Types of Events

1. Large Event (not to exceed Maximum Occupancy for Assembly Space of the organization)

- a) Any event over 99 people where the ratio of member to guests is over 1:1. However, Inter/national policies on member to non-member ratios must be followed in all cases and in no cases may the attendance at a large event exceed the local fire or building code capacity of the event venue.
- b) Large events must use an approved licensed and insured third party vendor for both event security and the service of alcohol.
- c) Large events begin at 10:00 p.m. and they must end completely by 1:00 a.m.
- d) See Appendix B for Catering Policy

2. Small Event (99 people max, but in no case to exceed local fire or building code capacity)

Small events are typically one-to-ones, date parties, or mixers. These events begin at 10:00 p.m. and end completely by 1:00 a.m. These events must be registered whether on or off campus. The presence of alcohol at a small event is only permitted when alcohol is provided via Bring Our Own Beverage (BYOB) or a third-party caterer.

3. Philanthropy Event

Philanthropy events must end by 1 a.m. Philanthropy events may be registered with or without alcohol. Philanthropy events where alcohol is being served must have written approval from the Inter/national organization of the chapter on file with OSFL at least two (2) weeks prior to hosting the event. Philanthropy events with alcohol must comply with the monitoring, security and capacity policies listed above. If philanthropy events are outside, outdoor event rules apply as well.

4. Daytime/Outdoor Events

Outdoor events hosted on either (1) the physical grounds of a chapter facility; (2) a balcony, patio, deck or other covered/uncovered outdoor area of the chapter facility. Outdoor events can be held for no more than 4 consecutive hours between the hours of 10:00 a.m. – 8:00 p.m. No chapter may have both an outdoor event and a nighttime event during the same day. Nor may an outdoor event be held for longer than four hours on the same day. Additionally, only appropriate patios, decks, or balconies should be used for event space. Outdoor events may not have swings, bounce houses, slip and slides, hot tubs, swimming

pools, or other such objects present. Outdoor events must be registered on or off campus and must follow the alcohol and security guidelines for either a large or small event, dependent on size of event.

Registering Outdoor Events with Alcohol: Additional Requirements

- The chapter is to consult with a representative of their council to discuss the event in detail and gain written approval from the Office of Sorority and Fraternity Life at least two weeks in advance.
- Chapters are required to obtain a noise permit for the event.
- The event area must be fenced in with only 1 entry and exit point.
- No alcohol can be present outside of the approved designated location.

5. Slope Day Events

Any event hosted in a chapter facility or on the physical grounds of a chapter facility or off campus on Slope Day. All Slope Day events must include breakfast. The events can occur from 9:00 a.m. – 12:00 p.m. No alcohol may be served from 9:00 a.m. – 10:00 am. There must be one sober monitor per twenty people present. Sober monitors and chapter presidents must attend the annual Slope Day Summit in preparation for this event. Bounce houses, slip and slides, swings, hot tubs, and swimming pools, etc. are not allowed. All event (small and large) rules apply for slope day events.

Appendix B

Catering/Third Party Distribution of Beer/Wine Requirements

In order to host a Third Party/Catered Event at a sorority/fraternity or off campus location (including Collegetown or a hotel or event venue), the sponsor, co-sponsor, and/or provider of the premises must register the event via Campus Groups at least fifteen (15) days prior to the event. This policy is based on the NYS liquor authority timeline for issuing a liquor license.

1. Caterers must meet insurance requirements to provide services for Cornell. A list of approved caterers is listed here: <http://www.risk.cornell.edu/caterer-list/>.
2. Cater must provide the chapter with a certificate of insurance naming both Cornell and the organization as additionally insured. This includes insurance coverage for liquor liability, general liability, workers compensation, etc.
3. A liquor license and Special Event Permit from the NYS Liquor Authority is required whenever alcohol is served. Therefore, Risk Management must approve all permits.
4. Chapters should remain in constant communication with the caterer throughout the registration process.
5. If a chapter hires a caterer and fails to cooperate with the caterer's policy, that chapter will be expected to reimburse the caterer for his/her expenses.

Appendix C
Security and Event Monitoring Expectations

- A.** Monitor the entire public assembly space in accordance with the chapter's plan.
- B.** Monitor the front entrance, parking lots, and other outdoor areas.
- C.** Stop those leaving the party from taking any open containers with them.
- D.** Discourage public urination.
- E.** In the event of an altercation or fights, contact security or the relevant police agency by calling 911.
- F.** For events where alcohol is served, members and guests are expected to show a valid driver's license, military ID, or passport AND a valid Cornell ID at the door.
- G.** Deny admittance to individuals who are likely to be irresponsible in their use of alcohol and/or with whom the sorority/fraternity cannot exercise reasonable control. This includes individuals who are intoxicated to the point of drunkenness or who exhibit reckless behavior. The chapter has the right and responsibility to deny admittance to anyone it thinks is already impaired by alcohol or other drugs, even if the person is on the invitation list.
- H.** If an individual causing an obstruction or needs medical assistance the chapter is expected to call 911 and/or Cornell Police (607-255-1111) to assist the individual.