

Event Policy

University Policy

- All fraternity and sorority sponsored events regardless of location will be alcohol and drug free, including alumni or family events.
- All events must abide by the Samford Student Handbook and the Samford University Undergraduate Honor Code Manual.
 - https://www.samford.edu/departments/files/Student_Leadership/Undergraduate-Honor-Code.pdf

Scheduling Guidelines

- Organizations are not to plan activities conflicting with major university events.
 - These include but are not limited to: Connections Weekend, Homecoming Weekend, Family Weekend, Miss Samford, Commencement Exercises, Lighting of the Way, Step Sing, Summer Send Off, and home football games.
- Organizations will not be permitted to hold events after the conclusion of the last day of class for the semester including study days.
 - Study break events will be approved on a case-by-case basis by the Office of Greek Life through the event registration form.
- Organizations are unable to schedule three consecutive events back-to-back due to the large volume of scheduled events by all chapters, student organizations, and campus departments.
 - Example: If a chapter is hosting an event on Monday and Tuesday, the chapter cannot host an event on Wednesday. An event for the chapter could be held on Thursday.
 - Exceptions include, but are not limited to:
 - National new member education or ritual requirements
 - Recruitment practices during the primary recruitment period
 - Tabling on campus
 - Profit share nights
 - Parent and family weekends

Event Registration

- All events must be registered through the Presence (Bulldog Central) event registration process and approved by the Office of Greek Life.
- All events must be approved by an on-campus Faculty/Staff advisor with the exception of regularly scheduled chapter meetings.
- All events must be submitted and approved by the advisor and the Office of Greek Life by the following timelines:

- Events without a public safety officer - 10 days
- Events with a public safety officer - 21 days

General Social Event Policies

- **Campus Events**
 - Outdoor events are subject to ordinances by Samford and the City of Homewood (Noise levels, closing times, parking, maximum occupancy, etc.)
 - Due to the Homewood, AL noise ordinance, all on campus outdoor events must end at 10:00p.m.
 - All campus events must abide by facility fire codes and may mandate smaller ratios based on the facility.
- **Major social events:**
 - Are defined as but not limited to: formals, semi-formals, date parties, etc.
 - Will only be held on Thursday, Friday, or Saturday evenings.
 - Are required to have a risk management plan. Risk management plans will be submitted through Bulldog Central's event registration process.
 - Will not overlap with another chapter's philanthropic event.
- **Off Campus Events**
 - All off campus events must end at 12:00 midnight.
 - Chapters hosting off campus events must remain within a 60-mile radius of Samford University.
 - Off campus events are required to take place at an established place of business. The vendor must have proof of a business license from the Alabama Department of Revenue.
 - Chapters holding off campus events more than 30 miles away from campus must provide third-party transportation for their members and guests to and from the party.
 - Overnight events with individuals of the opposite sex present are strictly prohibited.
- **Advisor Requirement**
 - A university-approved advisor must be present at all organized major social events such as formals or date parties. Advisors must be present a minimum of 30 minutes.
 - Advisors must be a minimum of five years (5) removed from his/her graduation date.
 - Advisor contact information must be provided in the event registration submitted.
- **Security**
 - For every 100 attendees at an off campus social or formal, a security guard from a licensed and bonded company is required.
 - An off-duty police officer and/or security provided by the venue will suffice in meeting this obligation.
 - Ex.) 100 or less = 1 security guard; 101 or more = 2 security guards, etc.

- On campus events such as parties must request the use of an off-duty Samford public safety officer. The officer will be paid for by the chapter for the duration of the event.
 - The Samford public safety officer will need to be requested 3 weeks in advance.
 - Contact Samford Public Safety Department at 205-726-2020

Behavior of Guests

- The organization assumes full responsibility for the activities and behavior of all guests in attendance at its events.
- If situations arise proving damaging or embarrassing to person(s) in attendance, to the organization itself, or to the University, organizations will be subject to a values violation.
- Samford students are responsible for informing all guests of university policies.

Guest Lists

- Guest lists for events should not exceed a two to one (2:1) ratio of guests to active members of the host organization.
 - Alumni and family events are exempt from meeting this ratio.
 - Philanthropy events are exempt from meeting this ratio, as long as building capacity regulations are followed.
 - All campus events must abide by facility fire codes and may mandate a smaller guest list.
- Guests list should be submitted via email to *greeklife@samford.edu* at least one business day before the event takes place.
 - Lists should be in the form of a sign-in sheet.
 - Lists should be submitted in an organized manner such as alphabetical order by first or last name.

Beverages and Food

- Beverages such as soft drinks and water along with ample quantities of food must be provided at the expense of the host organization during events.
 - There shall be no costs to guests.

Tailgating

- Greek organizations must abide by the guidelines and policies for tailgating as provided by Samford University in the link below:
 - <https://www.samford.edu/departments/event-planning/tailgate>
- Chapters are responsible for individual tailgate registration yearly.
- For more information on tailgating at Samford, contact the Department of Event Management at 205-726-2355 or e-mail *events@samford.edu*.

Posters and Publicity

- Greek organizations are expected to uphold the guidelines and policies for Posters and Publicity of Samford Student Handbook linked below:
 - <https://www.samford.edu/files/Student-Handbook.pdf>

Violation

- If any organization violates this event policy, it will be subject to the necessary violations process outlined in the Student Handbook.
 - <http://www.samford.edu/files/Student-Handbook.pdf>
- The Office of Greek Life reserves the right to withdraw event privileges from organizations if a violation(s) occurs.