



On-Campus Events with Alcohol Guidelines

Any violation of the **On-Campus Events with Alcohol Guidelines** should be reported to the Dean of Students, where it may be addressed pursuant to the University of Southern Mississippi Student Code of Conduct. Violations may be deferred to the judicial bodies of the Interfraternity Council (IFC), College Panhellenic Council (CPC), or National Pan-Hellenic Council (NPHC).

Any individual or organization found to be in violation of these guidelines, or other policies governing student conduct, may be subject to all disciplinary provisions of the University of Southern Mississippi Student Code of Conduct and may be subject to separate criminal and/or civil liability.

In addition to disciplinary action by the University, individuals and organizations may also be subject to disciplinary action of local or inter/national groups.

I. Event Registration

- A. Timeframe** | Events with alcohol are permitted Thursday (9 p.m. – 12 a.m.) through Saturday, (9 p.m. – 1 a.m.) Some exceptions can be made for alumni-sponsored or family events.
- B. Form** | On-campus events with alcohol must be registered using the Fraternity and Sorority Life Events with Alcohol Registration Form. Forms are due by 4 p.m. two weeks prior to the event.
- C. Themes** | Event themes will be approved at the time of registration.
- D. Scheduling** | The University reserves the right to limit the number of events with alcohol scheduled at a given time.
- E. Guest Lists** | Events with alcohol are limited to members and invited guests. Open parties are prohibited. Fraternity and Sorority Life will download the guest list from Tikkit 48 hours before the event and provide to UPD. Organizations must take appropriate measures to ensure the crowd does not exceed fire code capacity specifications.

II. Event Set-Up

- A. Entrances** | All indoor events with alcohol must have one monitored entrance. All outdoor events with alcohol must be held in an enclosed area with one monitored entrance. All exits are to be free of obstruction to allow for proper egress in the event of an emergency.
- B. Construction** | Any type of construction for events with alcohol is prohibited.
- C. Pools** | Pools, of any type or size, are prohibited at on-campus facilities.
- D. Inflatables** | Inflatables and amusement devices are prohibited. These include, but are not limited to, water slides, slip-n-slides, velcro walls, gladiator arenas, dunk tanks, mechanical bulls, bungee trampoline, and rock climbing walls.
- E. Fire Safety** | Bamboo and other flammable materials are prohibited. Should a fire alarm go off during an event, the organization should immediately evacuate. No one should be allowed back in the location until cleared by the Fire Department, University Fire Safety or the University Police Department (UPD).

F. **Clean-Up** | All outside decorations and trash must be removed by noon the day after the event.

III. Event Risk Management

- A. **Attendee Identification** | Guests must provide valid identification. People under the age of 18 are not permitted at events with alcohol and the organization must provide guests over 21 with wristbands.
- B. **Community Alcohol** | Common sources of alcohol are prohibited. This includes, but is not limited to kegs, beer balls, and punch bowls. Drinking games and rapid consumption techniques are prohibited. Glass containers are prohibited.
- C. **Officers** | Security for events with alcohol will be provided by the University Police Department (UPD) based on the nature of the event and estimated crowd. Organization is responsible for the cost of the officer(s).
- D. **Risk Management Team** (*recommendation: 1 team member per 15 guests*) | Organization will identify a **Risk Management Team** who must:
 - 1. remain sober throughout the event
 - 2. assist with event access
 - 3. be at least 21 years of age
 - 4. meet the officer(s) at the front of the house 30 minutes prior to the event

Organization must maintain control of attendees and identify high risk behaviors. Any attendee who appears overly intoxicated should be removed immediately and released to a responsible person. If an individual is non-responsive, 911 should be contacted immediately.

Risk Management Team must contact the officer(s) if there is:

- 1. an uninvited or overly intoxicated guest who will not leave
 - 2. a suspected violation of the law or University policy
 - 3. deployment of force (e.g. physical altercations, pepper spray, weapons, etc.)
 - 4. an injury or other medical issue
 - 5. disabling, inappropriate discharge, or damage to a life-safety device (e.g. fire alarm, smoke detectors, fire extinguishers, electrical panels, emergency exit lights, etc.).
- E. **Disbanding** | University Police Department (UPD) will contact the **Risk Management Team** if the organization is not following protocols. If the situation is not corrected by the organization, officer(s) have the authority to end the event.
 - F. **Rooms** | During events, resident and one guest may be in resident's room.
-

IV. Event Follow-Up

If it is found that a violation of law or University policy occurred, any student who committed the violation, directed the violation to occur, did not make a good faith effort to prevent the violation, or, if unable to prevent it, failed to properly report the violation may be found in violation of the Student Code of Conduct and risks potential criminal/civil liability.

Retaliation against someone reporting a potential violation of the law or University policy is prohibited and may subject the retaliator to University sanctions, criminal and/or civil liability.

Affirmative Action & Equal Opportunity Office..... 601.266.6618
Dean of Students.....601.266.6028
Fraternity and Sorority Life.....601.266.4823
Title IX.....601.266.6804
University Police Department.....601.266.4986