ON-CAMPUS
SOCIAL EVENT GUIDELINES
FOR
REGISTERED STUDENT
ORGANIZATIONS
2017-2018

* Please visit the Office of Leadership and Student Involvement’s website for the most updated version of these Guidelines.
SOCIAL EVENT GUIDELINES

Any potential violation of these Social Event Guidelines should be promptly reported to the Dean of Students Office, where it may be addressed pursuant to the Code of Student Conduct. For fraternities and sororities, the Dean of Students may defer violations of the Social Events Guidelines to the respective judicial bodies of the IFC, CPC, or NPHC. Violations by other registered student organizations may be addressed by the Office of Leadership and Student Involvement.

Any individual student and any student group or organization that violates any of the provisions in the Social Event Guidelines, or policies governing student conduct, may be subject to all of the disciplinary provisions of the Code of Student Conduct and, depending on the violation, may also be personally subject to separate criminal and/or civil liability.

In addition to any disciplinary action by the University, student groups or organizations that are member organizations of either local or inter/national groups governed by inter/national organizations may also be subject to disciplinary action by those local or national councils or groups for violations of these Guidelines.

I. DEFINITIONS

For the purpose of this policy, the terms listed below shall have the following meanings unless a different meaning is clearly indicated by the use of the term in the text.

A. “Guest” shall mean a person who is invited by the student group that is hosting the social event.

B. “Member” shall mean those individuals who are considered active members, pledges, or associates in accordance with the student group’s constitution or by-laws.

C. “Social event” or “event” shall be defined as any on-campus event planned, sponsored, promoted or funded by a student group that is inherently social in nature, including any event sponsored by an alumni/alumnae/graduate group that is promoted by or held in conjunction with the undergraduate or graduate student group.

D. “New Member Event” shall be defined as follows:

- any event or activity that is required, either implicitly or explicitly, as a part of the membership education period or to remain a member in good standing/be initiated;
- events which are scheduled through the formal new member education plan to enhance new member knowledge;
- Events that take place after the official “bid day” for the organization/Council (semester dependent) that are specific to milestone events for the new members. These include but are not limited to: Big/Little assignments or reveals; initiations; new member classes, new member retreats, step-shows, hop socials, fountain presentations, chapter retreats (or the like), etc.;
- organizations are to follow their national policies/guides regarding the new member timeframe if not otherwise stipulated in university policy; and
- the University reserves the right to “name” an event as a new member event should available information warrant.

E. “Student groups,” “organization” or “student organization” means any group of students who have complied with the University’s formal requirements for recognition as a student organization.
F. **Community/common source alcohol.** Except as may be otherwise specifically authorized by this Policy, community alcohol, common sources of alcohol and "tap" systems are prohibited. This includes, but is not limited to, kegs, beer balls, punch bowls used to mix or serve alcohol, mixed drinks/cocktails, and/or beer/wine provided on behalf of a student organization to other persons at a social event. Drinking games and rapid consumption techniques and devices (e.g., flip cup, beer pong, quarters, funnels, power hour, whoop juice, card games, shots, etc.), mixed drinks/cocktails and beer/wine provided to other persons at a social event. Drinking games and rapid consumption techniques and devices (e.g., flip cup, beer pong, quarters, funnels, power hour, whoop juice, card games, shots, etc.), mixed drinks/cocktails and beer/wine provided to other persons are strictly prohibited and violate the University’s “Alcohol and Drug Policy (Pres PR 001).

G. **“Business Day”** shall be defined as Monday through Friday; excluding holidays.

H. **“Risk Management Team”** are members of the organization who assist with the management of the event (see Section III, Item D).

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### II. Registration of Social Events

A. **Conditions Requiring Registration**

(1) All on-campus social events, are to be registered with the Office of Leadership and Student Involvement. Examples include:

- Band parties or any social event featuring live or recorded musical entertainment;
- Swaps; date parties; formals; theme parties; step performances and other events as specified;
- Events utilizing an expansive area of campus property;
- Events creating potential traffic congestion.

(2) The University reserves the right to limit the number of events requiring UPD or approved security personnel assigned based on the number of events scheduled at a given time. The University Police Department shall be the sole provider of on campus security and responsible for dictating the number of security present and finding those security personnel.

(3) Registration with the Office of Leadership and Student Involvement of a social event is the sole responsibility of the student organization(s) sponsoring the event. Please make note of specific deadlines that govern each type of event.

B. **Additional Approvals**

**Housing and Residence Life**

Any events held in/on University residence hall(s), grounds, apartments, or University contracted housing must seek additional approval from the Executive Director or Director of Housing and Residence Life or designee. All residence hall events must be sponsored through Housing and Residence Life or RHA. Any events in close proximity of the residence halls and/or apartments will need to be approved by the Executive Director in accordance with Leadership and Student Involvement policy. Housing and Residence Life may delegate approval authority to other administrative offices as needed.

**Fraternities and Sororities**

Leadership and Student Involvement will consult with the Office of Greek Life on any events concerning the fraternity or sorority community. It is the responsibility of the organization to complete the approval process in the Office of Leadership and Student Involvement.
University Police Department

Leadership and Student Involvement will consult with UPD on security support for events as needed.

C. Registration Process

All social events must be registered online through the Office of Leadership and Student Involvement event registration system. Events registered past the scheduled due date will not be approved.

III. Standards and Restrictions for Social Events

A. Days and Times

(1) The Office of Leadership and Student Involvement is responsible for approving all events that occur on campus. All events must fall within the published times as stated by the Office. More information can be found on the Office of Leadership and Student Involvement’s website.

B. Events where alcohol is approved

(1) Social events sponsored by student organizations must be limited to members and invited guests with valid identification (ID). Non-students under the age of 18 are not permitted at registered social events with alcohol.

(2) A sign shall be properly displayed at the single point of entry indicating the event is restricted to members and invited guests, stating ending time of the event, and that no glass bottles are allowed.

(3) Any form of public advertising off-campus to encourage attendance at social events with alcohol is strictly prohibited. Campus advertising should indicate that a requirement for event admission is a valid ID Card for University of Southern Mississippi students or a valid driver’s license for non-University of Southern Mississippi students.

(4) Student organizations must check and confirm that websites and other social media resources used by a musical act are not disclosing any details on events hosted by the organization.

(5) Student organizations must take appropriate measures to ensure that the crowd does not exceed fire code capacity specifications set by the University.

(6) The sponsoring organization, with the assistance of UPD, will be responsible for identifying and dispersing uninvited guests.

(7) In congruence with the Code of Student Conduct, all registered social events with alcohol shall be by invitation only. Open parties are expressly prohibited. An “open party” shall mean the hosting or sponsoring organization has no desire to control who enters and participates in the event and/or does not have a reliable method to check IDs, maintain a guest list, or limit access by non-members.

(8) All outdoor social events must be held within an enclosed area with a monitored entrance.
C. Decorations, Inflatables and Structures

(1) Any type of construction for social events by a fraternity or sorority must be approved by the Office of Housing and Residence Life and/or University Physical Plant.
(2) No pools of any type or size will be allowed at any time.
(3) Inflatables and amusement devices are prohibited at all registered social events involving alcohol. “Inflatables” and “amusement devices” are items designed for the entertainment of event participants and/or require physical strength, agility, or coordination. These include, but are not limited to, water slides/slip-n-slides, bungee run, Velcro wall, gladiator arena, dunk tank, mechanical bulls, bungee trampoline, and rock climbing walls.
(4) Any student organizations or groups decorating for parties are not allowed to use bamboo or other materials that are flammable.
(5) Approved construction may begin no earlier than one week (7 calendar days) prior to the event.
(6) All front yard, back yard, and parking lot remnants/decorations of social events must be removed completely from the property in timely fashion.
(7) Should a fire alarm go off during an event, the organization should immediately vacate the location. No one should be allowed back in the location until cleared by the Fire Department, University Fire Safety or the University Police Department.
(8) All exits are to be free of obstruction to allow for proper egress in the event of an emergency.

D. Security and Law Enforcement Personnel/Risk Management Team for Events with Alcohol

(1) All security for events will be coordinated by the University Police Department and based on the nature of the event and the estimated crowd. Specific guidelines on staffing can be found in the Office of Leadership and Student Involvement’s Policies and Procedures document. Student organizations are responsible for the cost of security personnel.
(2) In addition to the security officers monitoring events, each organization is responsible for providing a Risk Management Team to equal 10% +1 of their current membership. For instance, a 51 member organization should provide 7 Risk Management Team members.
(3) Each organization will identify a ‘Lead Risk Management Team Member” within the student organization who must be available to assist with access and be available immediately to the security personnel. This individual must be at least 21 years of age.
(4) Organizations are responsible for maintaining control of members and guests at their events, including identifying and eliminating high risk behaviors. Organizations should notify UPD at 601-266-4986 (or by contacting the present law enforcement officer) of potential problems and/or legal violations. Appropriate emergency contact information must easily available on a visible sign by the single point of entry.
(5) Organizations must contact University Police Department immediately (601-266-4986) anytime law enforcement is needed to deal with individuals who will not leave or if any of the following occur:
   a. A violation or suspected violation of the law;
   b. deployment of force (e.g. physical altercations, pepper spray, weapons, etc.);
   c. injury(s) or other medical issues;
   d. a violation of any applicable University policy or procedure;
   e. the number of attendees at the event exceeds fire code occupancy limits or the estimated number of participants identified in the organizations event registration (whichever number is smaller);
   f. disabling, inappropriate discharge, or damage to a life-safety device (e.g. fire alarm, smoke detectors, fire extinguishers, electrical panels, emergency exit lights, etc.).
(6) Organizations are responsible for any costs associated with security at an event.

(7) Security personnel will contact the “Lead Risk Management Team Member” if they identify that the organization is not following Risk Management protocols for on-campus events. If the situation is not corrected, security personnel have the authority to end the event. Generally speaking, security will be present at least one (1) hour prior to an event and one (1) hour after an event concludes.

(8) All members of the Risk Management Team must remain sober during the event.

(9) An organization’s Risk Management Team must meet with security personnel assigned to the event prior to the event to go over the additional expectations for the event including access control. Organizations are responsible for assisting security personnel with uninvited guests and crowd control around the door.

(10) Organizations will be responsible for providing any specific instructions to security personnel; such information must conform to University policy as well as the rules, by-laws and requirements of any inter/national organization affiliated with the student organization.

E. Other Requirements

All organizations that have oversight from local, state, or inter/national governing bodies are solely responsible for complying with the requirements of those bodies.

IV. ADDITIONAL REQUIREMENTS

Additional University requirements, expectations and guidelines include:

A. The participating student organizations must truthfully and accurately complete all relevant social event registration forms.

B. Any amplified sound shall follow the University Amplified Sound Policy.

C. All student organization themes must be pre-approved by Leadership and Student Involvement at the time of event registration.

D. There shall be no inappropriate conduct that violates the law, University, or Organization Inter/National policies before, during, or after the event, including hazing or sexual misconduct as those terms are defined in the University’s Code of Student Conduct, Sexual Misconduct Policy, and Hazing Policy. Such inappropriate conduct may subject the individual(s) and/or organizations taking part in the conduct, as well as any individuals that allow or direct the conduct, to criminal and/or civil liability along with Code of Student Conduct sanctions.

E. Any events involving alcohol must follow the University Alcohol and Drug Policy.

F. Any attendee who appears overly intoxicated at any time during the event should be removed from the event immediately and released to a responsible person. If an individual is non-responsive or there is any alcohol or substance abuse related health concern, a call should be placed to 911 immediately and/or notify the law enforcement officer working the event.

G. If a guest feels their rights have been violated in any way, they may contact UPD (601-266-4986), the Dean of Students (601-266-6028), the University’s Title IX coordinator (601-266-6804 or 266-4466) and/or the Affirmative Action and Equal Opportunity Office (601-266-6618). Each participating organization must make its members and guests aware of their reporting rights and available reporting options prior to the start of the event. Appropriate signage should be posted to inform guests of these policies.

H. Retaliation against someone reporting a potential violation of the law or University policy is
strictly prohibited and may subject the retaliator to Code of Student Conduct sanctions as well as civil and/or criminal liability.

I. If it is found that a violation of law or University policy occurred at an event, 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 Code of Student Conduct and, depending on the violation, risks potential criminal/civil liability.