



**JOHNS HOPKINS**  
UNIVERSITY

**The Office of Fraternity and Sorority Life  
Social Events Procedures**

**Spring 2016**

**Johns Hopkins University  
Fraternity & Sorority Life  
Social Event Procedures**

**Purpose**

The purpose of this procedure is to promote the management of risk associated with the use of alcohol. Additionally, this document reinforces policies set forth by the inter/national fraternities and sororities represented at Johns Hopkins University.

**I. Definition of Terms**

- A. Host Chapter:** Any fraternity or sorority chapter that plans, advertises, sponsors or hosts a social event, or submits a Social Event Notification Form.
- B. Event:** Any gathering deemed to be within the scope of a chapter function.
- C. Party (University):** The term “Party” means any party, activity, or other event at a House (as defined above) that is attended by twenty-five (25) or more individuals, whether residents or non-residents of the House, and at which alcohol is provided, served, and/or consumed. No party or other event’s attendance may exceed any fire code occupancy limit for that House.
- D. JHU Affiliate:** The term “JHU Affiliate” means a current student, a visiting student, a student who has matriculated at the University, and/or an individual who has completed all requirements needed to graduate but has not yet graduated.
- E. Planned:** Premeditated or to be conceived before the actual event occurs.
- F. Sponsored:** Paid for by a chapter.
- G. Hosted:** A gathering held at the residence of one or more chapter members.
- H. Promoted:** To bring into being (through means of advertising and/or publicity, internally or externally).
- I. Chapter Member:** Undergraduate active member, graduate active member, or new member.

- J. **Guest:** A person who is not a member, a potential new member or a new member of a host chapter.
- K. **Drinking Games:** Any activity where alcohol consumption is the primary purpose. Examples include, but are not limited to: beer pong, flip cup, quarters, power hour, card games, Edward 40 Hands, etc.
- L. **Forms of Alcohol:** The possession, sale, use, or consumption of alcoholic beverages during a fraternity or sorority event, in any situation sponsored or endorsed by the chapter or at any event an observer would associate with the fraternity/sorority. The above must be in compliance with any and all applicable laws of the state and county, and /or city of Baltimore.
- M. **Slush Funds:** Alcoholic beverages may not be purchased through or with chapter funds nor may the purchase of alcohol for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. This includes “passing the hat,” pooling funds, etc.
- N. **Pregame:** The process of engaging in the consumption of alcohol before attending an event or social function.
- O. **House:** The term “House” means an off-campus house, apartment or other residence in which four (4) or more members of a Recognized Student Group/Organization reside.

## II. Types of Social Events

- A. **Formals/Date Parties** are restricted to chapter members and one personal guest or member. Those chapter members hosting a personal guest assume responsibility for orienting the individual to all social event policies, monitoring their behavior at all times at the event and ensuring that their conduct is in full compliance with established policies. This section also applies to Semi-Formals and where more than one guest per chapter member may be invited.
- B. **Mixers** (aka “Socials”) are social events sponsored by more than one Greek-letter organization but no more than 4 chapters. These events are restricted to the chapter members of the sponsoring chapters and their guests. These chapter members hosting a personal guest assume responsibility for orienting the individual to all social event policies, monitoring their behavior at all times at the event and ensuring that their conduct is in full compliance with established policies. All paperwork of all chapters must be handed in together in one packet.

- C. **Alumni Social Events** are events where chapter members, alumni members, and their guests are present. A chapter with 25% of its active membership in attendance assumes responsibility for: orienting alumni members and guests to all social event policies, monitoring their behavior at all times at the event, and insuring that their conduct is in full compliance with established policies.
- D. **Brotherhood/Sisterhood Events** are social events limited to the active membership of a chapter.
- E. **Alcohol-Free Social Events** are those functions where alcohol is not present.
- F. **Crush Parties** are not allowed since no more than 4 chapters are allowed to be in one place at one time while in accordance with to FIPG guidelines.

### III. **Requirements for Social Events with Alcohol at a Third Party Vendor**

- A. The chapter must fill out an event registration form. [<http://web.jhu.edu/studentlife/eventreport.html>] for a Party with the Homewood Office of Student Life at least seven (7) days prior to date and time of the Party. A Party registration form must be reviewed by the Homewood Office of Student Life, specifically the Office of Fraternity and Sorority Life, to verify the party requirements are met and that the organization is in good disciplinary standing.
- B. The sponsoring chapter(s) must obtain proof of the establishment's liquor license. Unless it is already on file with the Office of Fraternity and Sorority Life.
- C. The third part vendor must provide proof of insurance to the sponsoring chapter (s). A minimum of \$1,000,000.00 General and Liquor Liability Insurance is required.
- D. Chapters must agree in writing with the vendor to cash sales only, collected by the vendor, during the event. Alcohol may not be purchased through the chapter treasury or on behalf of the chapter. This includes "passing the hat," pooling funds, slush funds, etc.
- E. It is suggested that transportation be arranged by the chapter to transport members and their guests to and from any third party event. Chapters may use cabs, safe rides by member's personal cars, or rented busses.

- F.** A separate area of the restaurant/establishments must be set aside for members under 21, if the establishment allows them to enter.
- G.** No chapter may sponsor an event with an alcohol distributor or establishment where 50% of the distributor's proceeds are generated from the sale of alcohol.
- H.** No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to anyone under the age of 21.
- I.** No one under the age of 21 may consume or possess alcohol. If guests appear visibly intoxicated, they will not be served.
- J.** No chapter may co-sponsor, co-finance, attend, or participate in a function where alcohol is purchased by any of the host chapters, groups, or organizations.
- K.** All social events where alcohol is present must have one sober monitor from the chapter for every 25 people present. Chapters with less than 10 people must consult with the Director of Fraternity & Sorority Life or designee prior to a function. Sober monitors are responsible for ensuring that all attendees have safe transportation to and from the event. New members cannot serve as monitors. This is hazing.
- L.** An attendance list is mandatory for all social events at a third party vendor. This list will be used to facilitate sign-in at the entrance of the event. This must be a printed list and it must be accompanied by a copy of the ticket(s) for the event. Anyone not on the list must be turned away.
- M.** Door monitors (chapter members) and bouncers (employees of the establishment) are required for all social events at third party vendors. Door monitors are responsible for any alcohol entering or leaving the event, the signing in of all guests, and making sure the bouncers/management are checking of IDs and wrist banding/markings of attendees.
- N.** At the entrance, IDs will be checked and all guests over 21 years of age will receive a wristband; all guests under the age of 21 will be marked or stamped.
- O.** All establishments must be closed to the general public during fraternal events or the establishment must have multiple rooms that are able to be designated specifically for the chapters involved.

- P. Reasonable amounts of food (unsalted snacks) and non-alcoholic beverages (bottled water and other drinks in closed containers, not tap water) must be provided for guests free of charge.
  - Q. Departing guests will be monitored to assure that guests have a safe means of transportation.
  - R. All events must end no later than 2 a.m. or last more than 4 hours unless a Curfew Extension request has been granted by the Director for Fraternity & Sorority Life or designee.
  - S. No event may last for more than four hours.
  - T. No exotic dancers may be hired for any event.
  - U. No parties/celebrations are allowed for the following occasions: initiation, induction, big/little brother/sister, and revelations.
  - V. No fireworks or explosives may be at an event.
- IV. Requirements for Social Events with Alcohol at a chapter house** (i.e. row homes, satellite homes, apartment units, etc.)
- A. Before a Party may be held at a House, the individual student(s) who reside in the House must have a check of the House performed annually by Campus Safety and Security (410-516-4671) to assess points of entry and exit, overall safety and security conditions of the facility, and provide guidance on the optimal deployment of SPMs. A Party may not be held at a House if this check has not been performed (or there is a lapse of more than twelve (12) months from the date of the prior check).
  - B. The individual student(s) who reside in the House must file a registration form [<http://web.jhu.edu/studentlife/eventreport.html>] for a Party with the Homewood Office of Student Life at least seven (7) days prior to date and time of the Party. A Party registration form must be reviewed by the Homewood Office of Student Life, specifically the Office of Fraternity and Sorority Life, to verify the party requirements are met and that the organization is in good disciplinary standing.

- C. Points of Entry and Exit.** A Party may have only one (1) designated point of entry, which must be under active access control (see below). A Party may have more than one point of exit, but those points of exit may not serve as additional points of entry. Any points of exit or entry should not be blocked in a way that might create unsafe conditions or violate any fire codes or other local and state laws; Campus Safety and Security can provide helpful information on safe party management, as well as fire codes and other local or state laws.
- D. Access Control:** A Party must have active access control in place for the entire duration of the Party that includes the presence of at least one (1) SPM (or a qualified third party vendor) at the point of entry, measures to check identification prior to allowing individuals to enter, and measures to ensure that individuals who are visibly and severely under the influence of alcohol and/or drugs are not permitted to attend the Party. SPMs must promptly communicate with Campus Safety and Security, the Community Liaison, HERU, and/or the Baltimore Police Department, as appropriate, to obtain any assistance needed.
- E. SPMs:** A Party must have two (2) designated SPMs (including the one for access control mentioned above) and one (1) additional SPM for every twenty-five (25) attendees above the initial twenty-five (25) attendees. This means that if a party has 30 attendees, there must be at least 3 SPMs; if a party has 50 attendees, there must be at least 4 SPMs; if a party has 75 attendees, there must be at least 5 SPMs; etc. At least one (1) SPM must be a resident of the House in which the Party is held.
- F. Attendees:** Open Parties are not allowed. Only JHU Affiliates and/or invitees of JHU Affiliates may attend a Party. All attendees must be eighteen (18) years of age or older, or if younger than eighteen (18), must have a valid college identification card. The total number of attendees at a Party may not exceed the fire code capacity of the House or twenty-five (25) individuals per SPM as outlined above.
- G. Guest Lists:** Each Party must maintain and provide to the University on request a guest list of all attendees. This list must be turned in five (5) business days in advance.
- H. The chapter (s) must provide proof of insurance to the sponsoring chapter (s). A minimum of \$2,000,000.00 General and Liquor Liability Insurance is required.**

- I.** Chapters must not engage in cash sales, collected by the chapter, during the event. Alcohol may not be purchased through the chapter treasury or on behalf of the chapter. This includes “passing the hat,” pooling funds, slush funds, etc.
- J.** It is suggested that transportation be arranged by the chapter to transport members and their guests to and from any house party event. Chapters may use cabs, safe rides by member’s personal cars, or rented busses.
- K.** A separate area of the home/establishments must be set aside for members under 21, if the establishment allows them to enter.
- L.** No chapter may sponsor an event with an alcohol distributor or establishment where 50% of the distributor’s proceeds are generated from the sale of alcohol.
- M.** No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to anyone under the age of 21.
- N.** No one under the age of 21 may consume or possess alcohol. If guests appear visibly intoxicated, they will not be served.
- O.** No chapter may co-sponsor, co-finance, attend, or participate in a function where alcohol is purchased by any of the host chapters, groups, or organizations.
- P.** All social events where alcohol is present must have one sober monitor from the chapter for every 25 people present. Chapters with less than 10 people must consult with the Director of Fraternity & Sorority Life or designee prior to a function. Sober monitors are responsible for ensuring that all attendees have safe transportation to and from the event. New members cannot serve as monitors. This is hazing.
- Q.** An attendance list is mandatory for all social events at a hosted at a home. This list will be used to facilitate sign-in at the entrance of the event. This must be a printed list and it must be accompanied by a copy of the ticket(s) for the event. Anyone not on the list must be turned away.
- R.** Door monitors (chapter members) are required for all social events at hosted at chapter houses. Door monitors are responsible for any alcohol entering or leaving the event, the signing in of all guests, and checking of government issued IDs and wrist banding/marketing of attendees.



- S. At the entrance, IDs will be checked and all guests over 21 years of age will receive a wristband; all guests under the age of 21 will be marked or stamped.
  - T. All houses must be closed to the general public during fraternal events or the establishment must have multiple rooms that are able to be designated specifically for the chapters involved.
  - U. Reasonable amounts of food (unsalted snacks) and non-alcoholic beverages (bottled water and other drinks in closed containers, not tap water) must be provided for guests free of charge.
  - V. Departing guests will be monitored to assure that guests have a safe means of transportation.
  - W. All events must end no later than 2 a.m. or last more than 4 hours unless a Curfew Extension request has been granted by the Director for Fraternity & Sorority Life or designee.
  - X. No event may last for more than four hours.
  - Y. No exotic dancers may be hired for any event.
  - Z. No parties/celebrations are allowed for the following occasions: initiation, induction, big/little brother/sister, and revelations.
  - AA.No fireworks or explosives may be at an event.
  - BB. Nothing in this policy restricts the Homewood Office of Student Life from limiting individual students or an organization from hosting a party for reasons of community safety and well-being.
- V. Social Event Notification**
- A. Each named chapter sponsoring an event, regardless of the location, is held responsible for all persons attending. All sponsoring groups shall follow their (inter)national policy to determine if they may sponsor an event.

- B.** Social Event Notification Forms must be submitted to the Director for Fraternity & Sorority Life or designee one (1) week (7 days) in advance of social events.

**VI. Violations and Enforcement**

Chapters that violate this procedure are subject to sanctions set forth by the Dean of Student Life Office and/or the Office of Fraternity and Sorority Life.