

## **SOCIAL EVENT REGISTRATION POLICIES AND PROTOCOLS FOR FRATERNITIES, SORORITIES, AND INDEPENDENT LIVING GROUPS**

### Table of Contents

SOCIAL EVENT POLICY .....	3
Event Types .....	3
Event Registration Policy .....	4
Eligibility.....	5
SOCIAL EVENT PROTOCOLS – ALL FSILGS.....	5
Guest List .....	6
Social Events without Alcohol .....	6
Social Events with Alcohol.....	6
Guest Management for Social Events with Alcohol .....	7
Social Event Monitors for Social Events with Alcohol .....	7
Alcohol.....	7
Proof of Age.....	7
ADDITIONAL EVENT PROTOCOLS – INTERFRATERNITY COUNCIL.....	9
Inspection Procedures for House Events with Alcohol .....	10
ADDITIONAL EVENT PROTOCOLS – PANHELLENIC COUNCIL.....	10
ADDITIONAL EVENT PROTOCOLS – LIVING GROUP COUNCIL.....	10
ADDITIONAL EVENT PROTOCOLS – MULTICULTURAL GREEK COUNCIL.....	10
Hosting events without MIT Active Members.....	10
Social Events with Alcohol.....	10

## SOCIAL EVENT POLICY

To ensure the safety of all members of the Fraternity, Sorority, and Independent Living Group (FSILG) community and their guests, FSILG leaders, the Association of Independent Living Groups (AILG), and the MIT Division of Student Life (DSL) establish the following social events policies and protocols. When hosting social events, each organization is expected to follow the event registration protocols as detailed in this document. In addition to the requirements of this document, FSILGs are expected to follow the Institute alcohol and other drug policies as detailed in the *Mind and Hand Book*, event registrations policies for use of CAC, DAPR and classroom space as well as other relevant MIT policies.

In case of conflict between this document and a governing council's and/or individual organization's policies and protocols, this document will prevail. Chapters are also responsible for adhering to their own inter/national organization's policies as appropriate.

### Event Types

In general, for purposes of this document a “social event” is defined as an event hosted or sponsored by an FSILG organization that would be considered a social event by a reasonable, objective observer. Specific types of social events are further defined as follows:

**Mixers:** This is an event or party between two or more recognized student organizations. A mixer is restricted to the members of the involved organizations and non-members may not be present.

**Formals:** This is a formal member event in which a limited number of guests per each member of the FSILG is invited to attend.

**Alumni/ae Events:** This is an event held specifically for alumni/ae and their families to socialize with each other and with undergraduate members of the organization. Current members, up to one previously invited guest per member, and alumni of the organization and their family members are the only individuals invited to these events. These events are typically focused on celebrating specific events for the organization which can include, but are not limited to, Founder's Day, reunions, special milestones, or anniversary dates.

**Recruitment/CPW Events:** Activities held during recruitment/intake periods or CPW to which admitted first-year or enrolled first-year students are invited. No alcohol is ever present or permitted at these events. These events are not typically registered through the social events process unless the event is also considered a party.

**New Member Presentations/Probates:** An event during which a new member is revealed and introduced to the greater Greek community. The event is public. Alumni, friends, family, and other Greek organizations are permitted to attend.

**Parties:** This term is an umbrella term intended to cover a wide range of social events, small or large in nature, that involve both members of the organization along with non-members of the organization. For purposes of this document, the term “party” is construed broadly: If a social event looks like a party, even if it does not involve a majority or even a significant minority of members, it is a party.

**Community Engagement Events:** These events are designed to connect the organization with the greater community. Community engagement events include, but are not limited to, faculty/staff receptions, open houses, religious observations, and neighborhood dinners.

**Chapter/House Events:** Chapter/house events are those generally involving only members of the organization and relate to the regular functioning of the organization. Chapter/house events may include, but are not limited to, meetings, ceremonies/rituals, retreats, house meals, or new member activities. Chapter/house events do not typically need to be registered.

**Special FSILG Events:** A social event would fall into the special event category for one of four reasons.

1. The FSILG would like to host their social event on their approved rooftop deck.
2. The FSILG wants to host a social event that exceeds their assembly numbers as determined by either a dry event or a wet event.
3. The FSILG would like to host an event on a boat/ship.
4. The FSILG would like to host an event during a time when the Institute is not in session (ie Summer, IAP).

**Other:** This is a social event that does not specifically belong in any of the above categories. This may include, but is not limited to, fundraisers, community service projects, grillers, reunions, or other social functions. These events are decided on a case by case basis with the FSILG Office whether it will need to be registered or not.

### **Event Registration Policy**

FSILG social events shall be registered through the online system, approved by the FSILG Office, and reviewed by the relevant governing council (i.e. The Interfraternity Council, the Panhellenic Association, the Living Group Council, and the Multicultural Greek Council). The following social events must be registered: Mixers, Formals, Parties, Recruitment/CPW parties, Alumni events, New Member Presentations/Probates, Community Engagement Events and special FSILG events. Special events require advance approval from the Associate Dean prior to the event being registered. See special events details below. The FSILG Office has the authority to cancel a social event at any time at its discretion. In addition, the IFC Risk Manager has the ability to cancel an IFC social event at their discretion. Only FSILG members of said FSILG can register and host events on behalf of their organization.

## Eligibility

To be eligible to register and host a social event, an FSILG shall:

1. Have a complete and current student membership and house resident (if applicable) roster, as defined by the FSILG Office, on file with the FSILG Office each semester and for the summer.
2. Have the contact information for the FSILG chapter leadership, as defined by the FSILG Office, on file with the FSILG Office and their governing council.
3. Abide by all Institute Policies and Procedures, requirements of the *Mind and Hand Book*, including specifically the *Approved Institute Housing* policies and the FSILG Good Standing policy.
4. Not have any current social sanctions from the relevant governing council or MIT.
5. Shall comply with rules and regulations of their respective governing councils, this document, and other relevant documents enumerated in their respective Constitution, governing documents, and inter/national governing bodies as appropriate.

In addition, if hosting an event with alcohol in a FSILG property, the FSILG shall:

1. Have at least two-thirds of its current student membership, including new members, Social Host trained, as determined by the Alcohol and Other Drug Services staff and the FSILG Office.
2. A list of Social Host trained members shall be on file with the FSILG Office. This list will be updated within the first several weeks of the Fall and Spring terms during the academic year.
3. The FSILG must draft and submit a safety plan to their FSILG Office Advisor and meet with the advisor to go over that plan one week prior to the first event with alcohol being hosted. This will need to be done once a semester and include the FSILG President, Risk Manager(s) and Social Chair(s).

If these requirements are not fulfilled, the FSILG is not permitted to host events with alcohol.

## SOCIAL EVENT PROTOCOLS – ALL FSILGS

The following event and registration protocols apply to all MIT FSILGs. In addition to the policies and protocols of this document, any additional protocols specific to the IFC, Panhel, LGC, and MGC should also be followed.

### Social Event Provisions

1. Social events may only occur during the academic calendar when classes are in session.
  - a. Social events may be held in summer, prior to orientation or during winter break/IAP by completing the Special FSILG Event process.
2. All social events must end by 1am.
3. Service of alcohol must end 30 minutes prior to the scheduled ending of the event.

4. No more than 250 specific invitations may be extended to individuals outside of the MIT undergraduate, graduate, staff, and faculty community. For the purposes of this policy, admitted first-year students are considered part of the MIT community.
5. Open invitations and mass advertising for parties, either in print or through digital means, targeting individuals, and/or communities outside of MIT is prohibited. Final determination of what constitutes an open invitation is determined by the FSILG Office.
6. Roof decks/boats may not be used for a social event unless advanced approval was granted through the Special FSILG Events process noted above.
7. Roof decks/boats may not be used for events with alcohol.
8. Parties, mixers and formals must all have guest lists (see guest list below).
9. No one in possession of alcohol or who is visibly under the influence of alcohol may be admitted to or remain at an event.

### **Guest List**

A complete list of all attendees must be kept for the duration of the event. This list should be an accurate representation of attendance at all times. A complete guest list must have a full name, a university of origin, and an indication of who is 21 or older if the event is serving alcohol. There should be a time entered and time departed on the list. Members of the organization who are present for an event must also be signed in on the guest list but do not count against the 250 invitations of an FSILG. Guest lists may be in either paper form or digital form during the event. FSILGs need to maintain a digital copy of all guest lists for a minimum of one month after the event, or longer if requested by the IFC Judicial Committee or the FSILG Office.

### **Social Events without Alcohol**

1. The maximum numbers of persons that may be present in the FSILG house for a social event shall be the lesser of (i) 150 or (ii) three times the number of members present, or (iii) the maximum assembly numbers for that specific property as determined by an analysis of the state building code and kept on file with the AILG and FSILG Office.
2. A paid security detail is not required for events without alcohol.
3. Organizations are responsible for ensuring that members or guests do not bring or find ways to serve alcohol to guests, members, or individuals on the property where a dry event is being held.

### **Social Events with Alcohol**

1. The host of the event must be Social Host trained. This person can be the same as the event submitter who is registering the social event.
2. The maximum number of persons that may be present at an event with alcohol at third party venues shall be the lesser of:
  - a. The maximum number established by the national organization, which must specify the limit in writing with the FSILG, OR

- b. The maximum number established by the venue, OR
  - c. The number provided in the social event registration form submission.
- 3. The maximum number of persons that may be present at an event with alcohol inside the FSILG house shall be the lesser of:
  - a. For FSILGs located in Boston, the residential occupancy (bed count) plus 49, OR
  - b. The total number of members of the fraternity present at the event PLUS two (2) guests per Social Host trained member attending the event, OR
  - c. The maximum occupancy for that specific property as determined by an analysis of the state building code and kept on file with the AILG, OR
  - d. The maximum number established by the fraternity's Alumni House Corporation, which must specify the limit in writing with the FSILG, OR
  - e. 150 persons, OR
  - f. The number provided in the social event registration form submission.

### **Guest Management for Social Events with Alcohol**

Open parties, meaning those with significantly unrestricted access by non-members of a fraternity without specific invitation where alcoholic beverages are present, are prohibited.

- 1. All guests must provide photo identification with proof of age and sign the guest list prior to entering the event (see Proof of Age below).
- 2. No lines or crowds of individuals are permitted outside of the FSILG house door.

### **Social Event Monitors for Social Events with Alcohol**

Monitors must be present at all events with alcohol, remain sober for the entirety of the event, and must be at least 18 years of age. It is required to have one monitor for every 15 guests.

### **Alcohol**

Per the [MIT Alcohol Policy](#), alcoholic beverages containing 15% alcohol by volume (ABV) or less may be served at FSILG social events. All beverages served at events must be pre-packaged, and hard liquor of any kind (including in pre-packaged or canned cocktails) is not permitted to be served. No common source alcohol (e.g. kegs) will be permitted. House or Institutional funds may not be used to purchase alcohol. All alcohol should be maintained in a centralized distribution location, and no other location can be used to distribute alcohol to guests. This policy includes all event spaces, including individual member rooms. No alcohol may be served or consumed in the outdoor area of an FSILG house (i.e. roof, parking lot, yard etc). Food and non-alcoholic beverages must be provided at all events with alcohol.

### **Proof of Age**

Proof of age must be checked at all entrances to an event at all times. Only government- issued ID's may be used to verify proof of age. Those attendees that are 21 years of age or older must wear a wristband at all times.

### **MIT Good Samaritan Policy**

The health, safety, and general welfare of MIT students are of the utmost concern to the faculty, staff, students, and administration of the Institute. The Good Samaritan Amnesty Policy has been established to reduce barriers related to seeking help during medical emergencies or situations when someone is believed to be the victim of a crime or significant policy violation even if there is no medical emergency.

All students are required to seek immediate medical attention in circumstances when they or others with them experience the potentially dangerous effects associated with the use of alcohol or prohibited substances.

The complete Good Samaritan Amnesty Policy can be found in the [\*Mind and Hand Book\*](#).

### **Registration Process**

All social events need to be submitted for approval through [ATLAS](#). The event will go through two approval steps. First the event will be approved by the host. The second step will be the overall event approval by the FSILG Office. Should on campus space be used, a third approval step will occur by the space approver. The ATLAS form will provide direction through this process.

1. All Events must be registered by 11:59pm on the Wednesday immediately preceding the date on which the event is scheduled to occur. Same-day registrations are not permitted.
2. All parties, mixers and formals must include a copy of the initial guest list on the registration form.
3. Events with alcohol must include food and non-alcoholic beverages options on the registration form.

### **Themed events**

Themed-event requests need to include a rationale for the theme uploaded to the Atlas registration. Themed-events must be appropriate and reflect the educational mission of MIT, comply with the Institute's [nondiscrimination policy](#), and reflect the values of diversity and inclusion of our residential communities. If unsure if the theme and/or costumes or decorations are appropriate, consult with the FSILG Office.

### **Special FSILG Events**

Before registering the event, an FSILG seeking to host a special event must schedule a meeting with the Associate Dean of the FSILG Office to review details and a safety plan for the event. The Associate Dean will then issue written approval with any specified stipulations.

1. The event must have the approval from the Associate Dean at least two (2) weeks in advance of the event.
2. Special FSILG Events must conclude before 12:59am.
3. All FSILG boat cruises must be alcohol-free and must adhere to the third-party vendors and off-site events requirements. Attendees with prior consumption of alcohol before the event and/or symptoms of inebriation may not be allowed on the boat.

4. Any “after party” subsequent to the Special House Event must be separately registered under one of the other event types listed above.
5. A Special House Event in excess of 175 persons at which alcohol is served or is available shall have a paid security detail for the duration of the event. The security detail shall be paid for by the FSILG hosting the event and shall be confirmed with the FSILG Office three (3) business days prior to the date on which the event is to take place. If paid security detail is not secured, the Associate Dean of the FSILG Office will revoke approval of the event.
6. A Special House Event in which total attendance exceeds the lesser of (i) the maximum occupancy for that specific property as determined by state building code and documented by the AILG or (ii) 249 persons, regardless whether alcohol is served, must receive a special event permit from the relevant municipality in addition to registering it though the online application and receiving approval from the FSILG Office and relevant governing council. If the applicable municipal event permit(s) is/are not secured, the FSILG Office will not approve the event.
7. There is no invitation limit for Special House Events, unless specified by the Associate Dean of the FSILG Office.
8. The service of hard liquor is prohibited at special house events (and all other FSILG events).
9. Special House Events are subject to inspections if requested by the Associate Dean of the FSILG Office or the Alumni House Corporation.

### **Third-Party Vendors and Off-Site Events**

1. The vendor must possess the appropriate licenses to allow for the event and, if applicable, the appropriate licenses to sell or serve alcohol. The license to serve alcohol is not required for events on a boat/ship, which must be alcohol-free.
2. The vendor must have a minimum of \$1,000,000 of general liability insurance and name the Institute and the FSILG as additionally insured.
3. Any event in a non-FSILG property must adhere to all of the rules and regulations of the vendor(s).

### **ADDITIONAL EVENT PROTOCOLS – INTERFRATERNITY COUNCIL**

MIT Interfraternity Council Organizations need to follow event registration protocols and expectations as aligned with the event location. If an event is held in an IFC house, it should be registered in Atlas and follow the respective IFC protocols in addition to this document. If an event is held in another campus space, it should be registered in accordance with the protocols and expectations of MIT [Campus Activities Complex](#).



### **Inspection Procedures for House Events with Alcohol**

The [IFC Risk Management \(RMC\) program](#) is designed to help self-govern IFC specific social events. Please refer to the IFC Risk Management policy for details on the program.

### **ADDITIONAL EVENT PROTOCOLS – PANHELLENIC COUNCIL**

MIT Panhellenic organizations need to follow event registration protocols and expectations of the MIT [Campus Activities Complex](#) for events on campus and the National Panhellenic Council rules and regulations for social events.

### **ADDITIONAL EVENT PROTOCOLS – LIVING GROUP COUNCIL**

MIT Independent Living Groups need to follow event registration protocols and expectations as aligned with the event location. If an event is held in an ILG house, it should be registered in Atlas and follow their respective ILG protocols. If an event is held in another campus space, it should be registered in accordance with the protocols and expectations of MIT [Campus Activities Complex](#).

### **ADDITIONAL EVENT PROTOCOLS – MULTICULTURAL GREEK COUNCIL**

MIT National Pan-Hellenic Council, National Association for Latino Fraternal Organizations, or National Multicultural Greek Organizations need to follow event registration protocols and expectations of the MIT [Campus Activities Complex](#) for events on campus and their organization's rules and regulations for social events.

### **Hosting events without MIT Active Members**

Chapters that do not have an active member who is an MIT student may host events on campus if they are meeting the following expectations:

1. The chapter maintains a current OMM for the organization that reflects active membership across the colleges on their charter and any MIT neophytes (neos).
2. The chapter has a designated FSILG office liaison who is regularly in contact with the FSILG office by meeting once a month for an advising meeting.
3. The chapter is regularly sending a representative to attend council meetings.
4. The chapter requests for the event to be sponsored by the FSILG office no later than two weeks in advance of the event's date.

Chapters without an active member who is an MIT student may not host parties.

MIT neophytes are not permitted to host parties.

### **Social Events with Alcohol**

City-wide National Pan-Hellenic Council, National Association for Latino Fraternal Organizations, or National Multicultural Greek Organizations are not permitted to host events with alcohol, as the structure is not conducive to MIT's expectations for risk management.