

# Massachusetts Institute of Technology

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

### Table of Contents

<b>Massachusetts Institute of Technology .....</b>	<b>1</b>
<b>EVENT REGISTRATION POLICIES AND PROTOCOLS FOR FRATERNITIES, SORORITIES, AND INDEPENDENT LIVING GROUPS .....</b>	<b>1</b>
<b>EVENT REGISTRATION POLICY .....</b>	<b>1</b>
Event Types.....	2
Event Registration.....	3
<b>EVENT REGISTRATION PROTOCOLS – ALL FSILGS .....</b>	<b>4</b>
Registration Timeline.....	4
Registration Process.....	5
Themed events.....	5
Special House Events.....	5
Third-Party Vendors and Off-Site Events.....	6
<b>EVENT REGISTRATION PROTOCOLS – INTERFRATERNITY COUNCIL.....</b>	<b>6</b>
Social Event Gathering Provisions.....	6
Management Requirements for Social Events with Alcohol.....	8
<b>EVENT REGISTRATION PROTOCOLS – PANHELLENIC COUNCIL.....</b>	<b>9</b>
<b>EVENT REGISTRATION AND PROTOCOLS – LIVING GROUP COUNCIL .....</b>	<b>9</b>
<b>EVENT REGISTRATION PROTOCOLS – MULTICULTURAL GREEK COUNCIL .....</b>	<b>9</b>
MIT Good Samaritan Policy.....	9

### EVENT REGISTRATION 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*, 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 member event in which one guest per 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.

**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 House Event:** A social event would fall into the special event category for one of two reasons. The first is that the FSILG would like to host their social event on their approved rooftop deck. The second is if the FSILG wants to host a social event that exceeds their assembly numbers as determined by either a dry event or a wet event.

**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

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 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, current student membership roster, as defined by the FSILG Office, on file with the FSILG Office and the relevant student governing council.
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. Have a complete FSILG house resident roster, as defined by the FSILG Office, on file with the FSILG Office and the governing council.
4. Abide by all Institute Policies and Procedures and the requirements of the *Mind and Hand Book*, including specifically the *FSILG Recognition Policy* and *Approved Institute Housing* policies.
5. Not have any current social sanctions from the relevant governing council or MIT.

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:

- 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.
- A list of Social Host trained members shall be on file with the FSILG Office and with the relevant student governing council. This list will be updated within the first several weeks of the Fall and Spring terms during the academic year.
- The FSILG Office also requires summer rosters to be updated and completed no later than the second week in June.
- If FSILGs are hosting an event in the summer, the policies and protocols in this document still apply, including having at least two-thirds of the FSILG current student membership Social Host trained.
- If these requirements are not fulfilled, the FSILG is not permitted to host events with alcohol.

#### EVENT REGISTRATION PROTOCOLS – ALL FSILGS

The following event 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.

#### Registration Timeline

1. Events that do not require a paid security detail and/or municipal approval, as further defined below, shall 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. Events without a paid security detail to be held on Wednesdays must be registered by 11:59pm on the prior Wednesday.
3. Events that require a paid security detail or municipal approval, as further defined below, shall be registered at least seven (7) business days prior to the date on which the event is scheduled to occur. Arrangements for the presence of the paid security detail, if required, shall be confirmed with the FSILG Office at least three (3) business days prior to the date on which the event is scheduled to occur.

### Registration Process

All social events need to be submitted for approval through [ATLAS](#). Your event will go through three approval steps. First the event will be approved for the location and compliance with MIT policy. The second step will be the overall event approval and the final step is approval that will come from MIT Police. The ATLAS form will provide direction through this process.

### 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 House Events

1. *For Special House Events with Alcohol:* The event shall be registered and approved in writing by the Associate Dean/Director of the FSILG Office at least two (2) weeks in advance of the event.
2. *For Special House Events without Alcohol:* The event shall be registered and approved in writing by the Associate Dean/Director of the FSILG Office at least one (1) week in advance of the event.
3. Special House Events must conclude before 11pm.
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 fraternity 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/Director of the FSILG Office will not approve 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 through 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 and the relevant governing council will not approve the event.

7. There is no invitation limit for Special House Events, unless specified by the Associate Dean/Director of the FSILG Office.
8. The service of hard liquor is prohibited at special house events (and all other FSILG events).
9. Roof decks may be used for Special House Events, but only by explicit, written approval of the Associate Dean/Director of the FSILG Office.
10. Special House Events are subject to inspections if requested by the Associate Dean/Director 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.
2. The vendor must have a minimum of \$1,000,000 of general liability insurance and name the Institute and the FSILG as additional insured.
3. Any event in a non-FSILG property must adhere to all of the rules and regulations of the vendor(s).

## EVENT REGISTRATION PROTOCOLS – INTERFRATERNITY COUNCIL

### Social Event Gathering Provisions

#### **Social Event without Alcohol**

1. The maximum numbers of persons that may be present in the fraternity 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. No one in possession of alcohol or who is visibly under the influence of alcohol may be admitted to or remain at an event without alcohol.

4. 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.
5. Roof decks may not be used for this type of social event unless advanced approval was granted through the Special House Events process noted above.
6. No more than 350 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.
7. Open invitations and mass advertising, 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.

### **Social Events with Alcohol**

1. A primary contact/social event monitor shall 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 in the fraternity house during an event with alcohol 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.
3. Roof Decks may not be used for this type of social event.
4. No more than 350 specific individuals may be invited. Open invitations and mass advertising, either in print or through digital means, is prohibited. For the purposes of this policy, an invitation is defined as direct advertising to a specific person. Final determination of what constitutes an open invitation is determined by the FSILG Office.

### **Guest Management**

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. Events with alcohol must have guest lists.
2. 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).
3. No lines or crowds of individuals are permitted outside of the door.

### **Social Event Monitors**

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**

The service of hard liquor is prohibited at all FSILG social events. 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 outside of the house during a social event.

### **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.

### **Guest List**

A complete list of all attendees must be kept for the duration of the event. This list must be updated for arrivals and departures and 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. 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 350 invitations of an FSILG. FSILGs need to maintain a digital copy of all guest lists for a minimum of one month, or longer if requested by the IFC Judicial Committee or FSILG Office.



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

Refer to the IFC's policies and governing documents pertaining to hosting events, including adherence to the [IFC Risk Management \(RMC\) program](#).

### EVENT REGISTRATION 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.

### EVENT REGISTRATION AND 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](#).

### EVENT REGISTRATION PROTOCOLS – MULTICULTURAL GREEK COUNCIL

MIT Multicultural Greek organizations need to follow event registration protocols and expectation of the MIT [Campus Activities Complex](#) for events on campus and their respective national governing bodies' rules and regulations for social events.

### 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](#).