Purpose
The purpose of this policy and enclosed procedures is to clearly define the roles and responsibilities of student organizations; the governing councils; the department of Student Involvement & Leadership Development (SILD); and the university, as such policy and procedures relate to social events sponsored by student organizations at Northern Illinois University.

This document defines the various types of social events, the requirements that must be met to hold social events, and the processes to be utilized if those requirements are not met.

It is expected that all organizations will abide by state laws, local codes, and policies of organization’s inter/national headquarters, and Northern Illinois University’s Student Code of Conduct.

Definition of Off-Campus Social Events
Student organizations host and sponsor a variety of off-campus social events to meet the needs of their members, the community, and the university. In general, an off-campus social event is any program or activity which is planned, sponsored, hosted, co-hosted, or promoted by an organization. Social events include, but are not limited to, formals, semi-formals, mixers, member/teambuilding functions, date functions, alumni functions and family functions.

Social events may include any of the following elements:
- Any member takes part in coordinating the event for the benefit of other members of the organization.
- Announced verbally or by postings to the members of the organization and/or other organizations at an organization meeting, council meeting, or other organization function and/or to any other segment of the university community. This includes announcements made via email, fliers, handbills, social media, group texts, etc.
- Invitations regarding the event are sent to members, alumni, and/or non-members.
- Organization funds are used to support the event.
- Space is reserved for the event.
- The event will include alcohol.
- Amplified music by a DJ or live band is used.
- A reasonable observer would associate the event with the organization.

Open parties—those with unrestricted access by non-members of the organization, without specific invitation, where alcohol is present—are prohibited.

Definition of Guests
A guest is any individual not affiliated with the sponsoring organization(s). Examples of guests include, but are not limited to, relatives, friends from out of town, inactive members, members of the same organization at other institutions, significant others, and alumni.

Definition of Members
This policy uses the term “member” to include students who are active members of the organization and appear on the organization’s roster. New members who have been offered and accepted a bid or invitation to
join the organization but are not yet initiated are considered members for the purposes of the Off-Campus Social Event Policy.

**Definition of Attendee**
This policy uses the term “attendee” to include any individual attending the event. This includes guests and members in attendance.

**General Policies Regarding Alcohol**
The possession, sale, use or consumption of alcoholic beverages, while on organization premises or during an organization event, in any situation sponsored or endorsed by the organization, or at any event an observer would associate with the organization, must be in compliance with all applicable laws and policies of Illinois, City of DeKalb, DeKalb County, and Northern Illinois University. Greek organizations are expected to act in accordance with the Fraternal Information and Programming Group (FIPG) Risk Management Manual and abide by policies of the organization’s inter/national headquarters.

No alcoholic beverages may be purchased using organization funds. Members or guests cannot coordinate efforts to purchase alcoholic beverages in the name of or on behalf of the organization.

All recruitment activities associated with any organization will be non-alcoholic.

No alcohol shall be present at any associate member/new member/novice program, activity or ritual of the organization. This includes, but is not limited to, activities associated with “bid night,” “big brother/big sister night,” and initiation.

**Registration of Off-Campus Social Events**
All off-campus social events involving alcohol as well as alcohol-free events where more than 100 guests are expected must be registered with Student Involvement & Leadership Development. Off-Campus Social Event Registration Forms must be submitted no later than 11:59 pm on Thursday during the week prior to the proposed event. SILD staff approval is required to proceed with the event.

Off-Campus Social Event Registration Forms should not be submitted in order to safeguard an organization in case informal social activities evolve into social events. In part, the purpose of registering events is to ensure organizations are taking steps to adequately prepare for social events. Steps should be taken to ensure spontaneous social events do not occur.

**Event Types**
For the purposes of the Off-Campus Social Event Policy, events will fit into one of three categories: Alcohol-Free Events, Events at an Organization House with Alcohol, and Events at a Third Party Venue with Alcohol.

**Alcohol-Free Events**
Organizations are encouraged to host Alcohol-Free Events. If more than 100 guests are expected at an Alcohol-Free Event, the event must be registered with and approved by SILD. Alcohol-Free Events may include, but are not limited to, recruitment functions, philanthropic events, community service events, alumni functions, and family functions.

*Location*
Alcohol-free events can be held at organization houses or third party venues.

*Date and Time*
Social events without alcohol can be held any day of the week. Events are not permitted during the week prior to the beginning of the Fall and Spring semesters, Welcome Days, Reading Day, or during Finals Week, beginning the night before the first scheduled final exam.
Events held on Thursdays must end by 1:00 am. Events held on Friday or Saturday must end by 2:00 am. Events must comply with DeKalb's municipal code regulating noise. According to this code, amplified sound which radiates out-of-doors is prohibited between the hours of 10:00 pm and 7:00 am on Sunday through Thursday and between Midnight and 7:00 am on Friday and Saturday.

**Guests**
Guest lists are not required for Alcohol-Free Events.

Organizations are expected to know the fire code capacity for their venue. Once this number is reached, no other guests will be allowed to enter the venue until guests leave. Sober monitors are expected to manage guest counts.

**Event Management**
Organizations are required to ensure the safety of their members and guests.

Steps must be taken to ensure alcohol is not present or consumed at Alcohol-Free Events.

**Post-Event**
Exterior organization property including the yard, entrance, and parking lot must be cleaned by 8:00 am the morning following a registered event to maintain the appearance of the neighborhood.

**Events at an Organization House with Alcohol**
Organizations must register Events at an Organization House with Alcohol with SILD. SILD staff approval is required to proceed with the event. Examples of Events at an Organization House with Alcohol may include, but are not limited to, mixers, date functions, and alumni functions. Organizations may hold a maximum of two events with alcohol per weekend.

**Location**
Events involving alcohol may be held at official or unofficial organization houses. All venues at which events are held are expected to be in full compliance with state and local fire code. Contact the DeKalb Fire Department at 815-748-8460 with questions regarding these codes.

Social events held at annexes or unofficial organization houses are subject to the Off-Campus Social Events Policy and will be treated as Events at an Organization House with Alcohol. If a reasonable observer were to associate an event with the organization (i.e., if members or new members are present), then it will be considered an organization event. If the purpose of an event is to dodge the spirit and intent of NIU policy or that of a national organization’s policy, organizations will be held responsible.

**Date and Time**
Social events with alcohol are limited to Thursday, Friday, and Saturday nights while class is in session. Events with alcohol are not permitted during the week prior to the beginning of the Fall and Spring semesters, Welcome Days, Reading Day, or during Finals Week, beginning the night before the first scheduled final exam.

No event may exceed a period of four hours.

Events held on Thursdays must end by 1:00 am. Events held on Fridays or Saturdays must end by 2:00 am. Events must comply with DeKalb’s municipal code regulating noise. According to this code, amplified sound which radiates out-of-doors is prohibited between the hours of 10:00 pm and 7:00 am on Sunday through Thursday and between Midnight and 7:00 am on Friday and Saturday.

**Guests**
Open parties—those with unrestricted access by non-members of the organization, without specific invitation, where alcohol is present—are prohibited.

Guest lists must be used to sign in all guests at the event. Guest lists should include names, whether guests are 21, and NIU Greek affiliation (if applicable) of all invited attendees —both members and non-members. Entrance to events is to be denied to those not on the guest list for an event.
A guest list must be submitted to Student Involvement & Leadership Development at the time of event registration. Finalized guest lists can be submitted to fsl@niu.edu at least one hour prior to the start of the event.

Organizations with 25 or fewer members may invite 75 guests to the event. Organizations with more than 25 members may invite up to three guests per member to the event.

If more than 100 guests are expected at an event, additional security provided by a contracted security firm will be required. More information about additional security can be found in the “Contracted Security” section of this policy. Additional security is required for ALL events with alcohol on high-risk weekends including, but not limited to:
- First three weekends of the Fall semester
- Homecoming
- Halloween
- Men’s Tugs

Organizations are expected to know the fire code capacity for their venue. Once this number is reached, no other guests may be allowed to enter the venue until guests leave. Contact the DeKalb Fire Department at 815-748-8460 for additional information regarding local capacity codes.

Pre-Event Preparations
For outdoor events, fences must be in place to mark off the designated party area. All alcoholic beverages must remain within the designated party area. Organizations are discouraged from holding outdoor social events involving alcohol as they typically attract uninvited guests.

Signs containing the following must be posted near the exterior entrance and near the bar or beverage distribution location:
- Illinois law prohibits the consumption of alcohol under the age of 21.
- Huskie Safe Line service is available.
- Food and non-alcoholic beverages are available.

Reasonable amounts of non-alcoholic beverages and food must be available at the event. Recommended food includes light sandwiches, dips, meats, cheeses, pizza. Salty items like chips and popcorn should be avoided.

Alcohol
No alcoholic beverages may be purchased using organization funds. Members or guests cannot coordinate efforts to purchase alcoholic beverages in the name of or on behalf of the organization.

An individual of legal drinking age (21 years) may bring one six-pack of twelve-ounce beers, one four-pack of wine coolers, or six glasses of wine (30 oz or 890 mL) to an event for personal consumption. Hard liquor (alcohol rated by proof rather than percentage) shall be prohibited from all events. Glass containers cannot be used at the event.

The use of common source(s) of alcohol is prohibited. Common source alcohol includes, but is not limited to, kegs, punch bowls, and bottles of hard liquor left out in the open.

Event Management
Organizations are required to ensure the safety of their members and guests.

Organizations must provide one sober monitor for every 25 anticipated attendees. At least one sober monitor must be an executive board member for the organization. Information about expectations and responsibilities of sober monitors is provided in the “Sober Monitors” section on pages 6 and 7 of this policy.

No attendee shall permit, tolerate, encourage or participate in drinking games. The definition of drinking games includes, but is not limited to, the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one’s age, beer pong, flip cup, century club, dares, or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
There shall be only one (1) designated entrance to the party area. The entrance to the party shall serve to make sure all persons entering the party are either a member or an invited guest on the written list. At least one (1) sober monitor must be at the entrance at all times.

The party must be contained to one common area of the residence. Access to members’ living quarters must be closed off to all attendees throughout the duration of the event.

Steps must be taken to ensure only attendees of legal drinking age (21 years) are consuming alcohol. Attendees who are of legal drinking age and who bring alcohol to the event must have their age verified with a state or government-issued ID and be provided a non-adjustable wristband.

Once a person of legal drinking age with alcohol has entered the party and been confirmed on the guest list, the individual obtains a wristband from the door monitor. In addition, if the individual brought alcohol to the event, they will also receive a ticket or markings on their wristband indicating each beverage that is checked in, personalized with the type and brand of alcohol the individual brought. A sober monitor will then take the alcohol the individual brought to the bar. When guests of a legal drinking age want one of their beverages, they turn in a ticket/present their wristband to obtain one of the drinks they brought to the event. An individual may only receive one alcoholic beverage at a time and each time the individual must turn in a ticket to have their wristband marked by the bartender. Alcohol brought to the event by an individual of legal drinking age is for that individual’s consumption and the alcohol is not to be given away, sold, or otherwise provided to others.

Post-Event
Exterior organization property including the yard, entrance, and parking lot must be cleaned by 8:00 am the morning following a registered event to maintain the appearance of the neighborhood.

Events at a Third Party Venue with Alcohol
Events at a Third Party Venue with Alcohol are those which take place at a business or establishment which is not affiliated with the organization. Organizations must register Events at a Third Party Venue with Alcohol with SILD. SILD staff approval is required to proceed with the event. Examples of Events at a Third Party Venue with Alcohol may include, but are not limited to, formals, semi-formals, and alumni functions. Organizations may hold a maximum of two events with alcohol per weekend.

Location
No organization may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, an organization may rent or use a room or area in a tavern as defined above for a private event (which includes use of a guest list). An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.

Organizations must use a licensed alcohol vendor and proof of that license must be made available, if requested, to Student Involvement & Leadership Development.

Vendors must carry a minimum of $1,000,000 General and Liquor Liability Insurance and must show proof, if requested, by Student Involvement & Leadership Development.

Date and Time
Social events with alcohol are limited to Thursday, Friday, and Saturday nights while class is in session. Events with alcohol are not permitted during the week prior to the beginning of the Fall and Spring semesters, Welcome Days, Reading Day, or during Finals Week, beginning the night before the first scheduled final exam.
**Guests**
Open parties—those with unrestricted access by non-members of the organization, without specific invitation, where alcohol is present—are prohibited.

Guest lists must be used to sign in all guests at the event. Guest lists should include names, whether guests are 21, and NIU Greek affiliation (if applicable) of all invited attendees—both members and non-members. Entrance to events is to be denied to those not on the guest list for an event.

A guest list must be submitted to Student Involvement & Leadership Development at the time of event registration. Finalized guest lists can be submitted to fsl@niu.edu at least one hour prior to the start of the event.

**Pre-Event Preparations**
Reasonable amounts of non-alcoholic beverages and food must be available and free of charge. Recommended food includes light sandwiches, dips, meats, cheeses, pizza. Salty items like chips and popcorn should be avoided.

**Alcohol**
No alcoholic beverages may be purchased using organization funds. Members or guests cannot coordinate efforts to purchase alcoholic beverages in the name of or on behalf of the organization.

The use of common source(s) of alcohol is prohibited. Common source alcohol includes, but is not limited to, kegs, punch bowls, and bottles of hard liquor left out in the open.

**Event Management**
Organizations are required to ensure the safety of their members and guests.

Organizations must provide one sober monitor for every 25 anticipated attendees. At least one sober monitor must be an executive board member for the organization. Information about expectations and responsibilities of sober monitors is provided in the “Sober Monitors” section on pages 6 and 7 of this policy.

No attendee shall permit, tolerate, encourage or participate in drinking games. The definition of drinking games includes, but is not limited to, the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one’s age, beer pong, flip cup, century club, dares, or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.

---

**Guest Lists**
Guest lists are required for all off-campus social events involving alcohol and must be used to sign in all guests at an event. Guest lists should include names, whether guests are 21, and NIU Greek affiliation (if applicable) of all invited attendees—both members and non-members. Entrance to events is to be denied to those not on the guest list for an event.

A guest list must be submitted to Student Involvement & Leadership Development at the time of event registration. Finalized guest lists can be submitted to fsl@niu.edu at least one hour prior to the start of the event.

Sober monitors must be noted on guest list/roster and must indicate which monitor is an executive board member.

Guest lists used to check in attendees at the event must be retained for a minimum of one year following the event. Organizations may be asked by NIU staff to provide a copy of the guest list used at the door.

---

**Sober Monitors**
Organizations must provide one sober monitor for every 25 anticipated attendees at social events involving alcohol. Sober monitors may not have consumed alcohol or use controlled substances at least 10 hours
before serving as monitors and may not drink for the duration of the event. At least one sober monitor must be an executive board member for the organization. Non-initiated members are not allowed to serve as sober monitors. For events co-sponsored by multiple organizations, all sponsoring organizations must provide an approximately equal ratio of sober monitors with no fewer than two sober monitors from each sponsoring organization.

Sober monitors are responsible for the following:

- Verifying and signing in all guests on guest list.
- Examining photo identification and placing wristband on guests 21 and over.
- Verifying alcohol brought in by attendees meets the requirements as specified in the “Alcohol” section on pages 4 and 6 of this policy.
- Distributing checked alcohol to of age (21 years) attendees.
- Monitoring attendee’s alcohol consumption and intervening when a guest is drinking too much.
- Ensuring no common source alcohol is present.
- Preventing drinking games from occurring.
- Ensuring that all attendees remain in the designated event area while consuming alcohol.
- Monitoring noise levels.
- Ensuring the event starts and ends on time.

**Contracted Security**

If more than 100 guests are expected at an event, additional security provided by a contracted security firm will be required. Contracted security must be obtained through Student Involvement & Leadership Development with the expense passed on to the individual organization(s). Monies for the contracted security must be submitted no later than the last business day before the event. Only organizations that use contracted security will be charged.

Contracted security will be secured when the Off-Campus Social Event Form is submitted. Based on the nature of the event, the expected attendance, and the organization’s previous history with social events involving alcohol, Student Involvement & Leadership Development will determine the number of security staff needed.

Additional security is required for ALL events with alcohol on high-risk weekends including, but not limited to:

- First three weekends of the Fall semester
- Homecoming
- Halloween
- Men’s Tugs

The contracted security will assist the organization with the following:

- Verifying and signing in all guests on guest list.
- Examining photo identification and placing wristband on guests 21 and over.
- Verifying alcohol brought in by attendees meets the requirements as specified in the “Alcohol” section on pages 4 and 6 of this policy.
- Ensure that all attendees remain in the designated party area while consuming alcohol.
- Monitoring noise levels.
- Ensuring the event starts and ends on time.

Contracted security will have the authority to handle any disturbances, deny entry to those not on the guest list, remove uncooperative attendees, and take other security actions, as deemed necessary, with the support of the non-drinking organization officer and sober monitors.

Contracted security will arrive at the location of the event no less than 30 minutes prior to the scheduled start time and will remain at the event no less than 30 minutes after the scheduled end time. This will allow the security officer(s) to meet the monitors, survey the property, and ensure that all events go as planned from beginning to end.
**Training**
For organizations to host a social event including alcohol, regardless of location, a minimum of 51% of the membership must participate in a mandatory Off-Campus Social Event training program that will be coordinated by Student Involvement & Leadership Development staff. No events with alcohol will be approved prior to the completion of training.

---

**Violations/Enforcement**
All alleged violations of this policy will be referred to the Office of Community Standards & Student Conduct.

University staff reserve the right to conduct compliance checks at any registered or unregistered event. If an organization fails to allow NIU staff to enter the facility within 30 seconds of arrival at the event entrance, the organization and individuals may be charged with Noncompliance with University Officials and violation of the *Off-Campus Social Events Policy*. 
Shared Commitment

The Northern PACT encompasses six principles that outline the expectations we have for members of our community. With each individual making a commitment to uphold these principles, we will have the collective benefit of a culture of care and a sense of connectedness.

As a student in the NIU community, each individual is expected to support and contribute to a community that honors the Northern PACT Principles.

Purposeful: Where academic goals are shared, and faculty and students work together to strengthen teaching and learning across campus.

Just: Where all people are valued and supported while they learn from the diversity of our community.

Caring: Where the well-being of all is supported, and service to others is encouraged.

Open: Where freedom of expression is welcomed, and others are respected.

Disciplined: Where group members accept their responsibility, and expectations guide behavior for the common good.

Celebrative: Where traditions are honored, and both past and new rituals are embraced.

As members of the NIU staff, we hold a Shared Commitment to responsibility and accountability and pledge to our students that we will act in ways that honor the Northern PACT principles.

Purposeful: Where responsibility and accountability foster community, support ethical leadership and create a safe and secure teaching and learning environment across the campus.

Just: Where responsibility and accountability are free from bias, respectful of the individual and embraces the spirit of fairness and equity.

Caring: Where policies and accountability are used to promote social-consciousness, civility, and respect for the well-being of all.

Open: Where responsibility and accountability are proactive and empowering to the community while protecting the dignity of its members.

Disciplined: Where policies and accountability set expectations that guide behavior for the common good while promoting safety, security, responsibility, ownership, and accountability.

Celebrative: Where responsibility and accountability honor inclusion, diversity, and accessibility.

These principles were created in alliance with the educational mission of Northern Illinois University, and reflect the values and vision of individual departments and partners that play a fundamental role in the creation and upholding of University policies.

Portions of this policy have been adapted from the FIPG Risk Management Manual (January 2013), found at http://www.fipg.org/ and Colorado State University’s “Greek Community Joint Policy on Risk Management (November 2012), found at http://fsl.colostate.edu/Data/Sites/7/greek-community-joint-policy-on-risk-management-2.pdf.