



OFF-CAMPUS STUDENT ORGANIZATION EVENTS POLICY

Northern Illinois University (NIU) is fully aware and appreciates the significant contributions our student organizations make to university life and the positive effects these organizations have on their members. The Off-Campus Student Organization Events Policy has been written to assist our student organizations and members in the responsible use of alcohol and proper event planning. We are committed to working with our student organizations to appropriately plan for the safety and welfare of members and guests at off-campus student organization events.

Policy Statement and Purpose

1. The Off-Campus Student Organization Events Policy defines the roles and responsibilities of recognized student organizations (noted in this policy as “organizations”), the Division of Student Affairs and the university regarding the procedures for off-campus student organization events sponsored by recognized student organizations at Northern Illinois University.
2. All organizations are expected to abide by state laws, local codes, and policies of organization’s inter/national headquarters and Northern Illinois University’s Student Code of Conduct.
3. All organizations are expected to act in accordance with campus, local, state and federal laws and regulations in addition to appropriate risk management protocols and policies associated with any relative national or international headquarter.

Key Definitions

1. **Off-campus Student Organization events** are any programs or activities that are planned, sponsored, co-sponsored, endorsed or promoted by a recognized student organization. Student organization events include, but are not limited to, formals, semi-formals, mixers, member/teambuilding functions, and alumni functions. Student organization events may include any of the following elements:
 - A member takes part in coordinating the event for the benefit of other members of the organization.
 - Announced verbally 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, student organization 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 includes alcohol.
 - Amplified music by a DJ or live band is used.
 - A reasonable observer would associate the event with the organization.
2. **Open parties** are considered events with unrestricted access by non-members of the organization, without specific invitation and where alcohol is present. Open parties are prohibited.
 3. **Spontaneous events** are any events that were not planned in advance and develop unexpectedly. Spontaneous events may include any of the following elements:
 - Hosted or sponsored by the organization and/or its members.
 - Coordinated by student members without any other non-affiliated members.
 - Carried out in the name of the organization.
 - A reasonable person would associate with the organization because of direct organization involvement through any of the following: sponsorship, planning, funding, invitation, or other inducements in the name of the organization for guests to attend.
 - Guests are invited based on their membership or affiliation to a student organization.
 - Organizational alumni members carry out an event at a house affiliated with the organization.
 - Occurs on organizational property.
 4. **Third-party venue** is defined as a business or establishment where space has been reserved or rented. Organizations are not permitted to co-sponsor events with an alcohol distributor or tavern where alcohol is given away, sold, or otherwise provided to those present. Third-party venues serving alcohol must be a licensed alcohol vendor that carries a minimum of \$1,000,000 General and Liquor Liability Insurance and must show proof, if requested.
 5. **Common areas** include any area within the facility that is accessible to all residents and their guests. This includes areas that are used informally everyday such as a living room, hallway, lounge, entryway, chapter meeting space, and public restrooms with multiple stalls.
 6. See appendix for additional terms and definitions.

Event Regulations

1. Event Scheduling
 - a. Events are not permitted during the week prior to the beginning of the fall and spring semesters, Welcome Days, Reading Day, any Friday prior to Finals Week or during Finals Week, beginning the night before the first scheduled final exam.
 - b. Events held Sunday through Thursday must end by 1:00 a.m.
 - c. Events held Friday or Saturday must end by 2:00 a.m.
 - d. Events must comply with DeKalb's municipal code regulating noise. According to this code, amplified sound which radiates outdoors is prohibited Sunday through Thursday between the hours of 10:00 p.m. and 7:00 a.m. and Friday and Saturday between midnight and 7:00 a.m.
2. Event Venue

- a. Organizations are expected to know the fire code capacity for their venue. Event organizers are responsible for attendee counts. Once the venue capacity is reached no other attendees will be allowed to enter the venue until attendees have exited to the venue.
 - b. Organizations are expected to contact the DeKalb Fire Department with questions regarding state and local codes.
3. Alcohol
- a. 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.
 - b. Organization funds may not be used to purchase alcohol of any kind. Members or guests cannot coordinate efforts to purchase alcohol in the name of or on behalf of the organization.
 - c. Residents of an organization house, over 21 years of age, may consume alcohol in the premises. When guests of residents are present alcohol consumption by those over 21 years of age may only occur in individual rooms of the host resident and not in any common area. Residents are responsible for any violation of this policy by their guests.
 - d. All recruitment activities associated with any student organization will be non-alcoholic. Alcohol shall not 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” informational events and initiation.
4. Drinking Games
- a. No attendee shall permit, tolerate, encourage or participate in drinking games.
 - b. The consumption of shots of any type of alcohol is prohibited.
 - c. Activities involving the consumption of alcohol that involves duress or encouragement related to the consumption of alcohol are prohibited.
 - d. Organized games that encourage alcohol consumption are prohibited. This includes but not limited to, consuming shots based on one’s age, beer pong, water pong, flip cup, century club, or dares.

Event Types and Requirements

- 1. Events without Alcohol
 - a. Events without alcohol can be held any day of the week.
 - b. Events can be held at an official organizational house, an unofficial organizational house, or a third-party venue.
 - c. If more than 100 attendees are expected the event must be registered through Huskie Link and approved by the Dean of Students or designee.
 - d. If more than 100 attendees are expected, the organization must have an attendee list.
 - e. The organization is responsible for ensuring alcohol is not present or consumed at the event.
- 2. Events with Alcohol
 - a. All events with alcohol must be registered through Huskie Link and approved by the Office of the Dean of Students or designee.

- b. Events are limited to Thursdays, Fridays and Saturdays while classes are in session.
- c. Events may not exceed a period of four hours.
- d. Events can be held at an official organizational house, an unofficial organizational house, a venue without a liquor license, or a third-party venue.
- e. An attendee list is required.
- f. Event assistants are required based on anticipated number of attendees.
- g. Reasonable amounts of non-alcoholic beverages and food must be available free of charge to attendees.

Event Procedures

1. All Off-Campus Student Organization Events
 - a. Events must be contained to one common area of the organization house or venue.
 - b. Events shall have only one designated entrance to the event area.
 - c. If the event is at an organization house, access to resident's living quarters must be closed off to all attendees through the duration of the event.
 - d. External organization property including the yard, entrance and parking lot must be cleaned by 8:00 a.m. the following morning.

2. Off-Campus Student Organization Events with Alcohol
 - a. Signs containing the following information must be posted near the exterior entrance and 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.

Standard templates for these signs can be found in Huskie Link.
 - b. For outdoor events, fences must be in place to designate the party area.
 - c. All alcohol beverages must remain within the designated party area.

3. Attendee Lists
 - a. Required for all off-campus student organization events without alcohol expecting more than 100 guests and all off-campus student organization events with alcohol.
 - b. Standard template available in Huskie Link.
 - c. Must be used to sign in and out all attendees at the event.
 - d. Should use a Huskie Link Card Reader to record when an attendee checked in and out and indicate whether or not the guest brought alcohol to the event. All invited attendees, both members and non-members of the organization, should be recorded.
 - e. Event Assistants, including the Head Event Assistant, must be identified in Huskie Link by first and last name, Z ID, and position (President, Treasurer, general member, etc.)
 - f. Entry must be denied to those not on the attendee list for the event.
 - g. Must be submitted at the time of event registration through Huskie Link.
 - h. If changes are needed, a finalized attendee list can be submitted through uploading the new attendee list on the submitted Event Registration at least 24 hours before the event starts.
 - i. Attendees who are of legal drinking age and bring alcohol to the event must have their age verified with a state or government issued ID and provided a non-adjustable wristband. The

Event Assistant managing the entrance of the event is responsible for labeling the wristband indicating each beverage that is checked in, including the type and brand. The Event Assistant is responsible for taking the alcohol to the bar.

- j. Organizations must use a Huskie Link Card Reader to check attendees in and out at the event. All attendees must be swiped in and accounted for. Any final adjustments to the final attendee list in Huskie Link must be done by one business day after the event.

4. Event Assistants

- a. Must have one Head Event Assistant at every event without alcohol with 100 anticipated attendees.
- b. Event Assistants should be identifiable to any attendee or staff member amongst those at the event.
- c. Event Assistants must do the following, including but not limited to:
 - Monitoring event area
 - Make sure no non-allowable alcohol is in the event
 - Check people in and out the event
 - Monitoring the bar area
 - Check the common spaces in the facility to make sure no one is outside of the event area
- d. Must have one Head Event Assistant at every event with alcohol.
- e. Must have one additional Event Assistant for every 25 anticipated attendees.
- f. All Event Assistants must have successfully completed the Off-Campus Student Organization Events Training.
- g. All Event Assistants must be trained as a Campus Security Authority (CSA) in accordance with the Clery Act federal mandate.
- h. Must have two Head Event Assistants during high risk weekends and/or at events with more than 100 expected attendees. High risk weekends include first three weekends of fall semester, Homecoming, and Halloween. The Dean of Students or designee reserves the right to identify additional high-risk weekends at any time.
- i. Head Event Assistants are responsible for coordinating event management and other Event Assistants.
- j. Non-initiated or newly initiated members within the same semester are not allowed to serve as Event Assistants.
- k. Event Assistants are not allowed to consume alcohol or use controlled substance at least 12 hours before the event and are not allowed to consume alcohol for the duration of the event.
- l. For co-sponsored events, all sponsoring organizations must provide an approximately equal ratio of Event Assistants with no fewer than two Event Assistants from each sponsoring organization.

5. Alcohol

- a. An individual of legal drinking age (21 years) may bring one six-pack of twelve-ounce beers, one four-pack of malt beverages/wine coolers or 1 bottle of wine (25 oz or 750 mL) to a registered Student Organization event for personal consumption only. "Tall boys" or other beverages in cans larger than 12 oz. will count as two.

- b. All alcohol must be checked in at the time of entry to the event.
 - c. The individual must present their wristband to the bartender to access the alcohol that was brought to the event. Individuals can only obtain one beverage at a time. The bartender is responsible for marking the wristband to reflect each beverage that is consumed.
 - d. Alcohol brought to the event is for that individual's consumption. Alcohol may not be given away, sold or otherwise provided to others, even if they are of legal drinking age.
 - e. Hard liquor, mixed drinks and boxes of wine are prohibited.
 - f. Glass containers are prohibited, with the exception of one standard 750ml bottle of wine per person.
 - g. The use of common source(s) of alcohol is prohibited. Common source(s) alcohol include, but are not limited to, kegs, punch bowls and bottles of hard liquor left out unrestricted in the open.
6. Safety Checks
- a. All student organization events are subject to safety checks.
 - b. Events that were registered but cancelled or if suspicion of an unregistered event is brought forward are subject to safety checks.
 - c. Events should be set up (check-in area, signs, bar, etc.) by 30 minutes after the requested event start time so that safety checks can be conducted.
 - d. University staff reserve the right to conduct safety checks at any registered or unregistered event. If an organization fails to allow Northern Illinois University staff to enter the facility within one minute of arrival to the event, the organization and/or individuals may be charged with violating the Student Code of Conduct.
 - e. Safety Checks are conducted by a representative of the Office of the Dean of Students as needed throughout the academic year.
 - f. Must provide the Event Safety Coordinator with the names and ZIDs of each Event Assistant.
 - g. The Head Event Assistant should be readily available for assistance.
 - h. Event Safety Coordinators shall be allowed in all common areas of the facility including those areas not being for event activities. Event Safety Coordinators will not check private living quarters.
 - i. A copy of the Safety Check Checklist is available in Huskie Link to help organizations prepare for their events.

Event Registration

1. Registration Process
 - a. Event registration must be submitted through Huskie Link.
 - b. Event registration must be submitted no later than 11:59 p.m. on Thursday during the week prior to the proposed events that are starting the following Thursday or later.
 - c. The Dean of Students or designee approval is required to proceed with the event.
 - d. Event registration should not be submitted in order to safeguard an organization in case spontaneous student organization event occur.
 - e. If an event is canceled, the Dean of Students should be notified via email prior to the scheduled start time (DeanOfStudents@niu.edu) and you should cancel your event on Huskie Link.
2. Event Exemptions

- a. Organizations may submit a date/time exemption request to the Dean of Students at DeanOfStudents@niu.edu at least two weeks prior to the event date.
- b. An exemption can be submitted through Huskie Link.
- c. No exemptions will be granted for extending events past the 4-hour maximum.
- d. All exemptions will be considered and approved on a case-by-case basis.

Training and Education Requirements

- a. To ensure organizations and members receive education to assist with making safe and responsible choices, training must be completed prior to holding a student organization event with alcohol.
- b. A minimum of 50% of membership must participate in a training program coordinated by the Dean of Students. This can be done of the following ways:
 - a. At least **five** members of the organization need to participate in an in-person/Live Virtual training. These members will be responsible for leading the policy education for the entire membership.
 - i. Those that attend this training will count towards the 50% of membership
 - ii. The remainder of the 50% will need to complete the online recorded training via blackboard and complete the accompanying quiz with a pass rate of at least 80%.
 - b. 50% of the organization membership attends the in-person/live virtual training. If all 50% of member participates in the training the organization will have met the requirement.
 - c. All executive members must complete one of the training modules.

It is the responsibility of the organization to ensure training is completed.

Off-Campus Student Organization Events Policy Appendix

Attendee

An attendee is considered an individual attending the event. This includes guests and members in attendance.

Common Area

A common area is any area accessible to all residents that are available for common use by all residents and their guests. This includes areas used for informal everyday use such as a hallway, living room, den, lounge, entryway, chapter meeting space and/or a facility restroom with multiple stalls.

Common Source Alcohol

Common source alcohol is any alcohol left unrestricted and out in the open for anyone to consume. Containers such as kegs, coolers, or any similar container of an alcoholic beverage which are intended to serve as beverage for those at an event.

Drinking Game

A drinking game 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, case race, 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.

Event Safety Coordinator

The Event Safety Coordinator is a Northern Illinois University staff member who ensures the organizational members and guests are in compliance with the policies, procedures, and standards of the Off-Campus Student Organization Events Policy.

Guest

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

Guest Responsibility

Northern Illinois University students and or organizations may be held responsible for the actions of their guests. When a guest commits a violation, the student or organizational host may be charged a violation of the Northern Illinois University Student Code of Conduct. It is an expectation that the guest(s) of Northern Illinois University students and/or organizations to maintain and abide by the standards of the student code of conduct

Member

Members are 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 Student Organization Event Policy. It is the responsibility of the organization to provide documentation of any

membership changes, updates or adjustments. This includes membership suspension and/or changes in leadership for executive board members.

Open Party

An open party is unrestricted access by members and non-members of the organization, without specific invitation, where alcohol is present. Anyone who wishes to casually attend may come and go freely during this event. (NOTE: turning away an unwanted guest does not ensure the event is not an “open event.”) Open parties are prohibited.

Resident

Residents are students who are active members of the organization and reside in the organization house. New members who have been offered and accepted a bid or invitation to join the organization but do not reside in the premise are NOT considered residents for the purposes of the Off-Campus Student Organization Event Policy.

Safety Check

A safety check is contact with an organizational group during designated hours of operation and or an event to verify the organization is acting in compliance with the policies, procedures and standards of the Off-Campus Student Organization Event Policy.

Spontaneous Event

A spontaneous event is any event that was not planned in advance and develops unexpectedly.