



OFF-CAMPUS STUDENT ORGANIZATION EVENTS POLICY

Northern Illinois University is fully aware and appreciates the significant contribution our student organizations make to university life and the positive effect 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 off-campus 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 headquarters.

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, retreats, banquets, 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, 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 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** 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.
 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 unregistered event at a house affiliated with the organization;
 - Occurs on organizational property;
 4. **A 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 with alcohol are not permitted during the week prior to the beginning of the fall and spring semesters, Week of Welcome, or during Finals Week beginning the night before the first scheduled final exam.
 - b. All off-campus student organization events must end by 2:00 a.m.
 - c. 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 must be registered in HuskieLink for approval (see deadline in Event Registration Process).
 - b. Events without alcohol can be held any day of the week.
 - c. Events can be held at an official organizational house, an unofficial organizational house, or a third-party venue.
 - d. Organization is responsible for ensuring alcohol is not present or consumed at the event.
 - e. Guest List is required for any event at a third-party venue with more than 100 attendees expected.
2. Events with Alcohol

- a. All events with alcohol must be registered in HuskieLink for approval (see deadline in Event Registration Process.)
- b. Organizations can only have one event with alcohol each week.
 - Two additional events can be earned by hosting two non-alcoholic events on campus for the general student body.
- c. Events are limited to Thursdays, Fridays and Saturdays while classes are in session.
 - Summer events can be proposed with a risk management plan. Events may be approved on a case-by-case basis and approval is not guaranteed.
- d. Events may not exceed a period of four (4) hours.
- e. Events can be held at an official organizational house, an unofficial organizational house, a venue without a liquor license, or a third-party venue.
- f. A Guest List is required regardless of attendance size.
- g. Event assistants are required based on anticipated number of attendees.
- h. Reasonable amounts of non-alcoholic beverages and food must be available free of charge to attendees in an easily accessible area.

Event Procedures

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.

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.
- 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.

Guest List

- a. Required for all off-campus student organization events with alcohol.
- b. Required for events without alcohol at third-party venues where more than 100 attendees are expected.
- c. The standard template must be utilized via a shared folder that is owned by Student Affairs. Access will be granted to each organization after required training has been completed.
- d. Must be used to sign in and out all attendees at the event (this included members and non-members).
 - Using the shared folder and standard guest list for check-in will require a laptop or other device (tablet, etc.) and wi-fi connection. If the organization does not have access to one

or both of these items, they are to contact Alex Pitner, Director of Student Organizations, to make other arrangements.

- e. Each event is allowed 10 additional guests who were not pre-registered. Entry must be denied to those not on the attendee list for the event beyond the initial 10.
- f. Guest lists must be finalized no later than 12 hours before the event. A copy of the list will be pulled from the shared folder at that time and will be matched against the final Guest List, post-event.
- g. 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.
- h. Alcohol should be checked in immediately. The Event Assistant managing the entrance of the event, or the Event assistant managing the bar, is responsible for labeling the wristband indicating each beverage that is checked in, including the type and brand.
- i. Event Assistants must be identified on the Guest List and should match the names submitted via the event registration in HuskieLink.

Event Assistants

- a. Must have one Head Event Assistant at every event with alcohol.
 - 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 University reserves the right to identify additional high-risk weekends at any time.
- b. Must have one additional Event Assistant for every 25 anticipated attendees.
- c. Event Assistants should be identifiable to any attendee or staff member amongst those at the event.
- d. Head Event Assistants are responsible for coordinating event management and other Event Assistants.
- e. 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
- 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. Non-initiated or newly initiated members within the same semester are not allowed to serve as Event Assistants.
- i. 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.
- j. 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.

1. Alcohol
 - a. An individual of legal drinking age (21 years) may bring no more than six (6) cans (no larger than 16 ounces) with beverages below 8% abv or 4 cans (no larger than 16 ounces) between 9% - 15% abv or 1 bottle of wine (25 oz or 750 mL) to a registered Student Organization event for personal consumption only. Hard liquor and pre-mixed beverages are not permitted, even if they are below the 15% abv threshold.
 - 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 alcohol include, but are not limited to, kegs, punch bowls and bottles of hard liquor or stocked coolers left out unrestricted in the open.
2. Safety Checks
 - a. 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.
 - b. Safety Checks are conducted by a University Representative as needed throughout the academic year.
 - c. Must provide staff performing safety checks with the names and ZIDs of each Event Assistant.
 - d. The Head Event Assistant should be readily available for assistance.
 - e. Staff conducting safety checks shall be allowed in all common areas of the facility including those areas not being for event activities. Staff will not check private living quarters.

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. University 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 University should be notified via email prior to the scheduled start time (studentinvolvement@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 University at studentinvolvement@niu.edu at least two weeks prior to the event date.
- b. No exemptions will be granted for extending events past the 4-hour maximum.
- c. 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 an in-person training.
 - Open training dates will be announced each semester.
 - Organization specific training requests (example: mock event in a chapter house) will be accommodated as staff time allows.

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.

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 Huskie Link 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.

Reasonable Observer

The standard in which a reasonable observer would associate the event with the student organization. Things to consider when applying the reasonable observer standard: If a reasonable observer asked guests if they're going to your student organization's event, would they say yes? Are members attempting to rename the event to give the appearance that it isn't associated with the student organization? Is the event actively or passively endorsed by a majority of the student organization? If any answers are yes to these questions, a reasonable observer would associate the event with the student organization.

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.