

# IOWA

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## Fraternity and Sorority Life

### SOCIAL, EVENTS, AND PROGRAMMING GUIDELINES

Fraternity and Sorority Life Programs  
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## POLICY INFORMATION

### **Policy Type**

Administrative FSLP Procedure

### **Responsible Office(s)**

Fraternity and Sorority Life Programs  
Multicultural Greek Council  
Interfraternity Council  
Panhellenic Council  
National Pan-Hellenic Council

### **Guideline Approval Date**

Spring 2021

### **Related Policies and University Procedures**

[Administration of Registered Student Organizations](#)

[Policy Regarding the Use of Illegal Drugs and Alcohol](#)

[Hazing Policy](#)

[Interim Policy on Sexual Harassment and Sexual Misconduct](#)

[Operations Manual](#)

[Code of Student Life](#)

## PURPOSE OF GUIDELINES

Fraternity and Sorority Life Programs (FSLP) at the University of Iowa (UI) recognizes the importance of the connection between social, service and philanthropic events, and we support your efforts safely implementing these focus areas into the operation of your chapter. As students continue to seek membership in Greek letter organizations on our campus, it is important that the Fraternity and Sorority Life Programs establish a system of accountability to ensure the success of the organizations for which it has oversight.

Each of the affiliate organizations of the National Pan-Hellenic Council (NPHC), Panhellenic Council (PHC), Multicultural Greek Council (MGC), and Interfraternity Council (IFC) exists on the UI campus because of a collaborative partnership. It is important that each chapter understands this relationship and operates within the policies and procedures of their respective national bodies, the governing councils, and the University of Iowa, as well as federal, state and local laws. In addition, it is equally important that chapter leadership make clear that each member must adhere to these same policies and procedures during the tenure of their membership/affiliation with the organization to make sure there are no instances of unauthorized activity.

Set forth below are the procedures required by the UI Fraternity and Sorority Life Programs designed to assist in creating a healthy and safe event. It is important that it be understood that if this policy is not followed it will result in actions being taken by the organization's affiliate FSL Council and could possibly result in actions taken by the Office of Student Accountability (OSA). In all cases, contact will be made with the respective chapter advisor and national headquarters/corporate office. Please take care to handle all socials, events, and programs with a sense of integrity, civility, and respect.

## SOCIAL AND EVENTS GUIDELINES

For any activity or event sponsored or endorsed by the organization, including those that occur on or off organizational premises, the following rules apply:

1. Your chapter must be in good standing with their respective council and the University of Iowa Office of Student Accountability to host an event.
2. For organizations affiliated with a national/international organization, when the national/international policies overlap the policies of the organization's applicable governing council, chapters are required to follow the stricter policy.
3. The organization, members, and guests must comply with all federal, state, and local laws. No person under the legal drinking age may possess, consume, provide, sell, or be provided alcoholic beverages.
4. Organizations, members, and guests must follow federal and state law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell, and/or manufacture illegal drugs or other controlled substances while on organizational premises or at any activity or event sponsored or endorsed by the organization. Drugs include controlled substances and substances that may be detrimental to health, even though not subject to state and federal laws.
  - a. All programs, meetings, and events will be reviewed by council leadership and Fraternity and Sorority Life staff
  - b. Events regarding membership intake, recruitment, and new member education will receive approval from the Fraternity and Sorority Life staff
  - c. Workflow of event approval:
    - i. Chapter submits event in Engage
    - ii. Council Advisor Review
    - iii. Campus partner/Associate Director of FSL Review
    - iv. Council Rep Review and Final approval
5. All events must be registered on Campus Labs Engage.
6. Any event or activity related to joining an organization (e.g., recruitment, intake, rush, etc.) must be drug and alcohol free.
7. Events must follow all Fraternity and Sorority Life Programs guidelines as outlined in the Fraternity and Sorority Life [Resource Manual](#) and all [Policies and Regulations Affecting Students](#).
8. To assist in hosting a healthy and safe event, University of Iowa Fraternity and Sorority Life recommends using the Event Planning Guide.

## EVENT REGISTRATION/NOTIFICATION PROCESS

### **What constitutes an event:**

Any activity or event sponsored or endorsed by the organization, including those that occur on or off organizational premises.

### **Event Notification Form:**

An Event Notification Form must be submitted 14 days in advance of the event via Engage.

### **Restrictions for Events:**

Events cannot be held during finals. Additionally, all University of Iowa policies, as well as federal, state, and local laws must be followed.

### **Event Notification Process:**

\*Notice: To ensure that enough time has been allotted for unexpected occurrences, all paperwork, reservations, etc. should be submitted at least 2 weeks prior to the proposed event.

## EVENT NOTIFICATION FORM

### Event Notification Form

#### Step 1. REVIEW THE POLICY

Before planning a social event, review the Policy ([LINK](#))

#### STEP 2: REVIEW EVENT PLANNING RESOURCES

- **Review the Event Planning Guide ([LINK](#))**
- Contract Resources
- Event Monitors
- On Campus Space Reservations
- Planning a successful event checklist
- Reserved parking spaces
- Security Companies
- Third Party Vendors
- Transportation Use
- Visitor Parking Passes
- Venue Selection

#### STEP 3:

If you have any questions about the Social, Events and Programming Policy or event planning, please contact FSLP staff (information below). Also, you can request an in-person meeting for event planning and prevention by clicking on a staff member's name below.

- ***Meghan Bullard***
  - Email: [Meghan-bullard@uiowa.edu](mailto:Meghan-bullard@uiowa.edu)
  - Set up a meeting: <https://calendly.com/mbullrd>
- ***McKenzie Sauer***
  - Email: [mckenzie-sauer@uiowa.edu](mailto:mckenzie-sauer@uiowa.edu)
  - Set up a meeting: <https://calendly.com/mcsauer>

#### STEP 4:

Complete the "Event Notification Form." **This must be submitted at least 2 weeks prior to your event.**

Organization(s):

Name of member(s) planning event:

Officer Title(s):

Email(s):

Phone(s):

Event Details:

Name/Theme of event:

Date of event:

Beginning time of event: \_\_\_\_\_ AM PM

Ending time of event: \_\_\_\_\_ AM PM

Location: On Campus / Off Campus

Type of event:

- Social or Event or Program w/o the presence of alcohol
- Third-Party Vendor [Bars, Restaurants, Catering Companies, Hotels, Etc.]  
*Contract with a licensed establishment or caterer to provide a cash bar and/or a licensed location to host your event. Please review the [Arrest and Citation Policy](#)*

Location of event and include the name of Vendor, Contact Person, Address, Email and Phone Number

- Chapter Facility
- Off Campus Rented Facility (Hotel, Bar, Restaurant, etc.)
- On Campus Facility
- Off Campus Venue
- Member(s) Residence
- Other:

Purpose of event:

- Art & Music
- Athletics
- Cultural
- Demonstration
- Date Party
- Formal
- Fundraising
- Group Business
- Learning
- Membership Intake
- Parade
- Parent Event
- Party
- Philanthropy
- Recruitment
- Service
- Social
- Spirituality
- Other: \_\_\_\_\_

Co-Sponsoring Organization? Yes/No

If yes, name of the organization:

Name of contact: \_\_\_\_\_  
Email: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_

Fire code capacity of venue/facility?

What does your national/international risk management policy allow for guests to member ratio (ex. 3 guests per 1 member)?

Anticipated number of attendees being invited (i.e., members, invited guests, alumni, parents)?

Officer(s) in charge for the event?

Name:

Phone:

Title:

Email:

Anticipated number of Event Monitors? \_\_\_\_\_

Transportation

Will there be pick up/drop off time or continuous pick up/drop off times throughout the event?

Location of pick up:

Bus/van time arrival:

Latest bus/van return time:

By submitting this form, you agree that the information is accurate and truthful. In the case of an event violation and an inquiry or investigation, you may be asked to submit your guest list, event plans, and event contracts.

## APPENDIX

- University of Iowa Hazing Policy
- Code of Student Life
- Event Planning Guide

### UNIVERSITY OF IOWA HAZING POLICY

The Office of Student Accountability has also established rules for student organizations. These rules are specified below:

Hazing. In accordance with Iowa state law, hazing is defined as any intentional or reckless behavior, action, or situation, occurring with or without consent, that endangers or creates risk of injury, mental or physical discomfort, hinders student engagement, harasses, embarrasses, and/or ridicules an individual. This includes assisting, approving (implicitly or explicitly), organizing, or otherwise participating in the prohibited behaviors. For the purpose of initiation into, affiliation with, or as a condition for continued membership or a leadership role in any student organization, fraternity, sorority, or team recognized by the University of Iowa Student Government or by any other University sponsor or department.

### POLICY AND PLANNING RESOURCES

- [Code of Student Life](#)

- [Administration of Registered Student Organizations](#)
- [Discipline of Registered Student Organizations](#)
- [Alcohol Harm Reduction Plan](#)
- [Anti-Violence Plan](#)
- FSL Crisis Management Plan

## EVENT PLANNING GUIDE

The goal of this resource is to help you think critically around event planning. Prior to planning an event, we encourage you to review the risk management policy of your respective organization and campus expectations, so you have a full understanding of the policy and expectations around event planning.

While following the guidelines outlined in this guide will help to make any event safer, we recommend they be expressly followed when alcohol is present while on chapter premises or during a fraternity/sorority event, in any activity or event sponsored or endorsed by the organization, including those that occur on or off chapter premises.

For any questions around event planning, policy clarification, contract review, etc. please reach out to your national/international organization for further assistance. Throughout the resource, the phrase “suggested organizational guidelines” is used which infers what many organizations might use as policy / procedure language; however, it is best to compare this information to your national/international risk management policy.

Throughout this guide, you will see excerpts pulled directly from the FSLP Social and Event Policy. **These excerpts will appear in bold, underlined black text to make them clear.** The rest of the points in this guide are suggestions for you to have the best event possible.

## WHAT CONSTITUTES AN EVENT?

***Any activity or event sponsored or endorsed by the organization, including those that occur on or off chapter premises.***

**Your chapter must be in good standing with their respective council and the University of Iowa Conduct Office to be allowed to host an event.**

**For organizations affiliated with national/international organization, organizations are expected to follow the stricter policy of the organization.**

Determining an “Event” or “Activity” of the Chapter

The following **factors** are considered when determining whether an event could be considered an event or activity of the organization. Be honest and go through the list. The more your answers lean to yes, the more this is likely considered a chapter event. That doesn’t mean you can’t host the event, that simply means you host the event in compliance with the policy.

## Event Planning

Is the event being planned by one or more members/new members?



Are the officers aware of the event being planned?

Are any officers involved in event planning?

Do the officers have prior knowledge of the event?

Is the event actively or passively endorsed by a majority of the active chapter?

Have members of the chapter lied about the event?

If no members attended the event, would the event still happen?

If a crisis occurred, would the chapter president take charge?

Is the event a chapter tradition?

### **Terminology**

Are members attempting to rename the event in order to give the appearance that it isn't associated with the chapter?

Is the event being coined as "unofficial" or "unregistered"?

Is the event occurring before or after an event ("pre-game" or "after party")?

### **Communication**

Is the event listed on a chapter calendar (public or private)?

Is the event listed or advertised on the chapter website (public or private)?

Is the event listed or advertised on social media accounts (e.g. Instagram, Facebook, Twitter, GroupMe, Google Chats, etc.)?

Do online invitations refer to the organization (e.g. Facebook events)

Will the event be announced at a chapter meeting?

Will the event be marketed over the chapter texts/list serves?

Is there a theme for the event?

If guests were stopped on their way to the event, would they say they were going to a the "XYZ" event?

If guests posted on social media, would they say they were at the "XYZ" event?

### **Funding**

Is the event financed by the chapter?

Is the event being financed by collection of funds from a group of members?

### Location

Is the event being hosted on chapter property?

Is the event being hosted in a house/apartment/chapter annex/live outs where multiple members live?

Is the event being hosted in a university provided meeting space?

Is the event being hosted in a location where you traditionally hold your events?

### Attendance

Is the entire chapter invited?

Are new members invited to attend?

Are certain pledge classes invited to attend?

Is a majority of the chapter invited?

If a member/new member showed up, could they attend the event?

Will officers be in attendance?

#### EVENT DETAILS

1. Who is planning the event?

Organization:

Name:

Officer Title:

Email:

Phone:

2. Name/Theme of event:

3. Date of the event:

4. Beginning time of event: \_\_\_\_\_ AM PM

5. Ending time of event: \_\_\_\_\_ AM PM

6. Location of event:

- Chapter Property (Either fraternity or university owned)
- Rented Facility (Hotel, Restaurant, etc.)
- Member(s) Residence
- Other: \_\_\_\_\_

7. Purpose of event:

- Recruitment
- Social/Mixer
- Formal
- Philanthropy
- Service
- Other: \_\_\_\_\_

8. Which best describes the event below? Check all that apply.

**Any event or activity related to joining an organization (e.g., recruitment, intake, rush, etc.) must be substance free.**

- |   |   |
|---|---|
| <input type="checkbox"/> Dry event (no alcohol)                               | <input type="checkbox"/> New member event                       |
| <input type="checkbox"/> Member Event Only                                    | <input type="checkbox"/> Sport                                  |
| <input type="checkbox"/> Fundraiser Member and Date Event                     | <input type="checkbox"/> Third Party Vendor at chapter facility |
| <input type="checkbox"/> Event with more than one fraternal organization      | <input type="checkbox"/> Parent Event                           |
| <input type="checkbox"/> Philanthropy   | <input type="checkbox"/> Event with non-fraternal organization  |
| <input type="checkbox"/> Third Party Vendor at a location                     | <input type="checkbox"/> Recruitment                            |
| <input type="checkbox"/> Event with one other fraternity / sorority           | <input type="checkbox"/> Service                                |
| <input type="checkbox"/> Event with more than one other fraternity / sorority |   |
| <input type="checkbox"/> Event with one other non-fraternal student group     |   |
| <input type="checkbox"/> Event with more than non-fraternal student group     |   |

9. The activities below could be considered high risk events. Does the planned event contain any of the following?

- |   |   |
|---|---|
| <input type="checkbox"/> Bring your own gun (trap/skeet shooting) | <input type="checkbox"/> Bonfires   |
| <input type="checkbox"/> Sky diving/ parasailing/bungee jumping   | <input type="checkbox"/> Tug-o-war  |
| <input type="checkbox"/> Boxing tournament                        | <input type="checkbox"/> Rock Climbing  |
| <input type="checkbox"/> Building of temporary structures         | <input type="checkbox"/> Team building events that include make-shift ropes courses, trust falls, blindfolded guided walks (etc.) |
| <input type="checkbox"/> Pools                                    | <input type="checkbox"/> Events take place at heights more than one to two feet from the ground                                   |
| <input type="checkbox"/> Mechanical Bulls                         | <input type="checkbox"/> Event with live animals present (e.g., rodeo, petting zoo).  |
| <input type="checkbox"/> Bounce Houses/Inflatables                |   |
| <input type="checkbox"/> Slip & Slides/Any other water feature    |   |
| <input type="checkbox"/> Obstacle course                          |   |
| <input type="checkbox"/> Contact sports (e.g. football, rugby)    |   |
| <input type="checkbox"/> Other: _____                             |   |

10. Have any written contract or agreement been signed for any part of this event?      **Y**      **N**

(see [Contracts Template for Third Party Vendors](#) if a Vendor does not present a contract to you. Also found on pp. 14-15)

- Food caterer: \_\_\_\_\_
- Security guards: \_\_\_\_\_
- Bus/transportation company: \_\_\_\_\_
- Third party vendor: \_\_\_\_\_
- University facility: \_\_\_\_\_
- Hotel venue: \_\_\_\_\_
- Sports field: \_\_\_\_\_
- DJ: \_\_\_\_\_
- Band: \_\_\_\_\_
- Artist: \_\_\_\_\_
- Restroom and Waste Management: \_\_\_\_\_
- Other: \_\_\_\_\_

**HOW WILL ALCOHOL GET TO THE EVENT?**

Common organizational recommendations allow chapters to host events with alcohol in one of two ways. *Please consult your national/international risk management policy for additional guidance and policy information.*

**The organization, members, and guests must comply with all federal, state, provincial, and local laws. No person under the legal drinking age may possess, consume, provide, sell or be provided alcoholic beverages.**

**Organizations, members, and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell, and/or manufacture illegal drugs or other controlled substances while on organizational premises or at any activity or event sponsored or endorsed by the organization.**

**All events must go through the event registration/notification process. Please note the [Administration of Registered Organizations](#)**

**All events in which there is consideration of the use of alcohol at an event must follow the [Policy regarding the use of illegal drugs and alcohol](#)**

- Third-Party Vendor [Bars, Restaurants, Catering Companies, Hotels, Etc.]

Contract with a licensed establishment or caterer to provide a cash bar and/or a licensed location to host your event.

- Dry Event [No alcohol will be present]

PLANNING A THIRD-PARTY VENDOR EVENT

What is a Third-Party Vendor?

Examples of Third Party Vendors include bars, restaurants, catering companies, hotels, etc. *Third Party Vendors are NOT individuals who work as bartenders.*

**All events must go through the event registration/notification process. Please note the [Administration of Registered Organizations](#)**

**All events in which there is consideration of the use of alcohol at an event must follow the [Policy regarding the use of illegal drugs and alcohol](#)**

## Planning the Event

1 // Are there any university or Fraternity/Sorority policies that deal with Third Party Vendor events on campus? **Y**  
**N**

Are there any university or Fraternity/Sorority policies that deal with Third Party Vendor events off campus? **Y**  
**N**

*If so, what do those policies say? [Do they require a particular amount of insurance? Do they limit the type of alcohol that can be purchased?]*

2 // Have you reviewed your chapter's contract with the Third Party Vendor? *It is recommended that you reach out to your headquarters for contract questions and review.*

The contract should be signed and dated by both the person authorized by your respective organization (i.e. chapter president, advisor, etc.) and the vendor. In doing so, both parties understand that only through compliance with these stipulations will the chapter be in compliance with Inter/national fraternity requirements.

(see [Contracts Template for Third Party Vendors](#) if a Vendor does not present a contract to you. Also found on pp. 14-15)

3 // All members and guests should be “carded” at the door [and again at the time of purchase] to verify their age. Who is handling this at the door?

- The Third-Party Vendor *[Recommended]*
- The chapter has hired a security company [see [Security Vendor Checklist](#)]
- Chapter members
- New members [*NOT recommended unless chapter members are also participating*]

4 // How are you marking the guests, members, and new members who are of the legal drinking age [i.e. 21 and over]?

- Wristbands that have been dated and marked for that event
- Specific hand stamp that is unique to the event

Other *[Describe]*: BUILDING A GUEST LIST

**The organization, members, and guests must comply with all federal, state, provincial, and local laws. No person under the legal drinking age may possess, consume, provide, sell or be provided alcoholic beverages.**

**Organizations, members, and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell, and/or manufacture illegal drugs or other controlled substances while on organizational premises or at any activity or event sponsored or endorsed by the organization.**

1 // Are there any university or Fraternity/Sorority policies that limit the number of guests per member for chapter events? **Y / N**

If so, what do those policies say?

2 // Do the math. Suggested organizational guidelines are **two to three guests** per member/new member at events.

How many members and new members do you plan to have at the event?

How many guests per member /new member will you allow at the event?

X

This is the total number of guests  
you can invite to your social event.

*The total number of attendees  
[members and guests] should not  
exceed fire code capacity for the  
venue.*

=

3 // Figure out how members will add names to the guest list. [see [Building A Guest List](#)]

- Spreadsheet or Sign-Up List

Create a spreadsheet and allow members to add guests' names.

Bring the list to a chapter meeting, post it online, or hang it on a bulletin board in the chapter facility.

Each member and new members' name should be on the list next to a blank space for each guest they're allowed to invite [e.g. two guests per member/new member].

- Numbered Invitations

Distribute numbered invitations to each member/new member to give to his guests.

These invitations should be printed professionally or created in a way so they can't be easily copied. Tickets cannot be sold or bartered.

Keep a list with each member/new member's name on it and the numbers of the invitations they were given.

During the event, keep a sign-in sheet at the door and write the guest's name next to the invitation number as s/he turns in the invitation.

- Closed Facebook Event

Create a closed [non-recurring] event with a specific start and end time.

Do NOT allow friends to extend the guest list.

Set the Privacy to "Invite Only."

A designated officer [e.g. Risk Management Chairman] should be set as the Host and administrator for the event.

Each member/new member should submit the names of guests to the Host for invitation to the event OR the Host should designate a specific period of time during which members will be given access to add guests to the event.

- Other [Describe]:

4 // How many hours in advance will the guest list be closed? \_\_\_\_\_

*Suggested organizational guidelines recommend the guest list be closed at least 24 hours prior to the event.*

## MANAGING THE EVENT

Theme

1 // Does the event have a theme? **Y** **N**

If yes, what is the theme?



Event themes should NOT be disrespectful or degrading to any person or population. When selecting a theme, ensure it:

- Does NOT rely on the stereotypes of certain groups.
- Does NOT encourage offensive dress or costumes.
- Does NOT stereotype men or women.
- Is NOT sexist. If you're unsure, try interchanging the word/theme with a racial word/theme.
- Is NOT centered on making fun of a particular group of people, culture, or organization.
- Does NOT lend itself to members, new members, or guests taking the theme to a place that is disrespectful or degrading.

### Event Monitors [see [Sober Monitor Resource](#)]

1 // Who will your officer in charge be for the event?

2 // How many event monitors will you have at the event?

*Suggested organizational guidelines are one event monitor for every 15 attendees.*

3 // What is the system/process for selecting event monitors?

*Suggested organizational guidelines utilize a fair ratio of brothers/new members and not using new members only.*

4 // List the names / phone numbers for the assigned event monitors.

5 // How will you identify event monitors during the event so a member/guest could easily recognize them?

6 // What are the responsibilities of the event monitors during the event?

- Check members' and guests' IDs at the door to verify their age
- Manage the guest list at the door

- Mark the guests, members, and new members who are of the legal drinking age [i.e. 21 and over]
- Monitor members' and guests' policy compliance
- Other [Describe]:

7// Are you hiring security for the event? If so, what are their responsibilities?

8// Is the venue providing security for the event? If so, what are their responsibilities?

### Transportation

1 // Will you provide transportation to and from the event?     **Y**     **N**

If so, how?

- Licensed transportation vendor *[e.g. charter bus]*
- Campus safe ride program
- Pre-paid cab service
- Designated driver program *[consult the risk management policy of your organization prior to selecting this option // see [Designated Driver Guidelines](#)]*
- Other [Describe]:

2 // What is the process/plan to ensure members/guests utilize the method of transportation both to and from the event?

### Construction/Decorations

1 // Will there be any special construction/decorations for this event?     **Y**     **N**

If yes, please describe:

Persons and/or company performing construction and contact information:

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_

## Prevention Questions

1 // How many entrances will there be to the party?

*It is safest to only have ONE entrance to the event.*

2 // Is this event is planned to exceed five hours in duration? Y N

*Please explain why this event will exceed five hours.*

3 // Will ample food, other than snacks and non-alcoholic beverages be available? Y N

*Who will provide the food?*

*What food/beverages will be served?*

4 // Are glass bottles prohibited from the event? Y N

5 // Will this event involve any physical activity? Y N

6 // Will doors to residential living be locked / secured during the event? Y N

7 // Will you stop the service of alcohol at least one hour before the event ends? Y N

8 // Will you select music that is NOT disrespectful or degrading to a particular group of people or culture? Y N

9 // Will you ensure no illegal drugs and controlled substances are at the event? Y N

10 // Will you ensure there are no tables or paraphernalia within the event that are used for drinking games? Y N

11 // Will you ensure the event does NOT involve strippers, exotic dancers, or similar, whether professional or amateur. Y N

12 // Please describe any specific prevention plans for the above areas.

## Crisis Management Plan

1 // Do you have a crisis management plan in place for the event? Y N [see [Crisis Management Plan](#)]

*If yes, please describe:*

2 // Will emergency services be readily available at the event?                    **Y**    **N**

3 // Who is the officer in charge to contact emergency services?

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

4 // If the need for assistance arises, who will be responsible for contacting:

- Emergency personnel
- Chapter President
- Chapter Advisor
- House Corporation President
- Fraternity Headquarters
- University Officials

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

*Educational credit goes to Holmes Murphy Fraternal Practice, Pi Kappa Phi Fraternity and the North-American Interfraternity Conference for portions of this resource. No portion this resource should be used for commercial purposes.*

**CONTRACT TEMPLATE FOR HIRING THIRD-PARTY VENDORS**

*You may request the Third-Party Vendor include your organization as an Additional Insured on their policy*

The contract template is intended to be used in the absence of the Vendor or Venue presenting a contract to the chapter and requesting it be executed. The template includes the fundamental things a chapter should request of a Third-Party Vendor when retaining the Vendor to provide services for a chapter function held at the chapter facility.

## **ADDITIONAL INSURED**

Please note that if the chapter is hosting a function at a Venue, it is possible and reasonable for the Venue to request proof of General Liability insurance from the chapter as well as request that the chapter include the Venue as an Additional Insured on the policy, which is documented by providing the Venue a Certificate of Insurance.

The difference between a Certificate of Insurance (COI) and an Additional Insured:

- A Venue requesting to be listed as a certificate holder on the COI is merely being provided proof that there is insurance in force. They have no legal rights under the contract of insurance.
- Listing the party as an additional insured on the COI makes them an “Insured” under the policy creating legal rights under the contract.

To request a COI or Additional Insured, submit the following 30 days in advance of the event:

- Complete copy of written document making the request
- Complete contact information for party making the request
- Event details for the event

We encourage you to reach out to your Inter/National organization for a contract review and recommend that all chapters follow the Intern/National Organizations’ event approval/review protocols that are in place. We further recommend that any chapter requesting exceptions deviating from the Vendor/Venue requirements outlined within the attached contract template, such as failure to obtain Additional Insured status from a Vendor/Venue, be fully vetted and reviewed by the Inter/National Organization.

Name of Vendor/Venue:

Chapter Name and Inter/National Organization:

Date of Event:

Beginning/End Time of Event:

Address of Event:

## **BY SIGNING THIS AGREEMENT, THE VENDOR/VENUE AGREES TO THE FOLLOWING TERMS:**

1. The Vendor is properly licensed by the appropriate local and state authority. This requires both a liquor license and a temporary license to sell on the premises if the function will not be held at the Vendor’s normal place of business. (You may request a copy of the license.)
2. The Vendor carries General Liability Insurance with minimum required limits of \$1,000,000 per occurrence and \$2,000,000 aggregate, evidenced by a properly completed Certificate of Insurance prepared by the insurance provider. (Request a copy of the Certificate of Insurance.) The Certificate of Insurance should also show evidence that the Vendor has, as part of its

coverage, "Liquor Liability coverage and Hired and Non-Owned Auto Liability coverage." The Certificate of Insurance should name as Additional Insured (at a minimum) the local chapter of the fraternity hiring the Vendor as well as the Inter/National fraternity with whom the local chapter is affiliated.

3. The Vendor/Venue agrees to defend, indemnify and hold the Inter/National Fraternity and the local chapter harmless for loss, damages, expenses, including reasonable attorney fees, arising out of the negligence of the Vendor, its employees, sub-contractors and agents.
4. The Vendor assumes in writing all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
  - a. Check identification cards upon entry
  - b. Identify those who are of legal age to consume alcohol
  - c. Per-drink sales only during the function
  - d. Refrain from serving minors
  - e. Refrain from serving individuals who appear to be intoxicated
  - f. All alcohol sales are cash/credit per drink to individuals
  - g. Maintain absolute control of ALL alcoholic containers present
  - h. Collect remaining alcohol at the end of a function and remove all alcohol from the premises
  - i. No excess alcohol - opened or unopened – is to be given, sold or furnished to the chapter

**THE CHAPTER AGREES TO COMPLETE THE FOLLOWING:**

1. Attach copies of state and local licenses to this checklist
2. Attach a copy of the Certificate of Insurance and highlight required clauses

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Chapter Representative's Signature & Date  
Date

*Signing on behalf of the local chapter  
for the Inter/National organization*

Vendor's Signature/Company &