Required Documentation for Events with Alcohol:

This is a guide to assist chapters in the registration process for all social events hosted with alcohol. Please refer to your staff liaison or council representative for specific questions regarding event registration. Event registration is a tool used to assist chapters in hosting safe events for members and guests and to reduce liability for chapters and the University.

All resources for event registration are found on the SFE website: [https://sfe.dso.iastate.edu/resources/event-registration](https://sfe.dso.iastate.edu/resources/event-registration)

Click on the **Resources** Tab then select **Event Registration**:
Resources on the website include:

- **Procedures for Registration and Requirements for Sorority and Fraternity Events Involving Alcohol**: Event registration policy and procedures for registering events with alcohol.
- **Risk Management Policy Acknowledgement**: Signed by chapter or university adviser and respective officers as listed in Odysseus.
- **Form A**: A contract between the chapter(s) hosting the event and the third party vendor.
- **Sober Monitor Template**: Identify who from the chapter will serve as sober monitors.
- **Guest List Template**: Here chapters will identify event guests, members and birthdates and guests and birthdates.
- **Events with Alcohol Form**: Once all the information is collected, register the event electronically.
- **Events Registration Guide**: A resource for chapters to use BEFORE submitting event registration information.
- **Submitting the Registration Form Guide**: A step by step guide for completing the form to register events with alcohol.
What is an Event with Alcohol?:

1. **Definition of an Event Involving Alcohol** (requires registration)

   The procedures and requirements detailed in this document apply to all sorority and fraternity events both on and off-campus involving alcohol, whether the alcohol is provided by a third party vendor or brought by attendees (“bring your own” or “BYO”) or through any other means. For the purpose of these procedures, an event involving alcohol is defined as any social event, program, or activity that involves the use (i.e., possessing, consuming, manufacturing, selling and/or distributing) of alcohol. These procedures apply when alcohol is present “while on chapter premises or during a sorority or fraternity event, in any situation sponsored or endorsed by the chapter, or at any event a reasonable objective observer would associate with the organization.”

A. **Approval and Registration Required:** The sorority or fraternity must file a completed Event Involving Alcohol Approval and Registration Form (“registration form”) at least **twenty (20) calendar days prior to the scheduled event.**
   - This form can be accessed on the Office of Sorority and Fraternity Engagement website and must be submitted to the Office of Sorority and Fraternity Engagement. The form must be fully completed to be considered.

**Advisor Acknowledgement:**

Must be **signed** **(NO typed signatures will be accepted)** by all respective officers and advisers as listed in Odysseus. Each time there is a change in officers or in advisers a new Adviser Acknowledgement Form must be signed and submitted to The Office of Sorority & Fraternity Engagement before an event can meet expectations.
Risk Management Policy Acknowledgement form can be submitted to:
Karina Buttler: Kbuttler@iastate.edu

B. Adviser Acknowledgment: The sorority or fraternity adviser must sign the acknowledgement form indicating that they have reviewed the social event registration procedures with the chapter annually. Advisers (listed in Odysseus) will be copied on correspondence regarding chapter social events.

Form A (for events with alcohol):

• Please have vendors read and agree to Form A **BEFORE** you book your event, sign any paperwork from the venue, or verbally or in writing agree to have the event at the venue. By having the venue read and sign Form A, the venue agrees to provide the items outlined in Form A.
• Ensure that at the time of the event the venue will have up to date and valid liquor license for the date of the chapter event.
• Ensure the venue is able to meet expectation outlined in #2 of Form A vendor requirements.
Form A Vendor Requirements:

In consideration of providing services to the event, the Vendor agrees that it shall:

1. Be properly licensed by the State of Iowa and appropriate local authority to sell alcohol at the location of this event.

2. Be insured with a minimum of $1,000,000 of general liability insurance (combined single limit per occurrence for bodily injury including death, personal injury, and property damage). Provide to the Chapter a properly completed original “Certificate of Insurance” prepared by the insurance provider.

   The above certificate of insurance must also show evidence that the Vendor has, as a part of their coverage, “off-premise liquor liability coverage” and “non-owned and hired auto coverage.”

   The certificate of insurance must also name, as additional insured, the local chapter of Iowa State University, the housing corporation of the Chapter, the national body of the fraternity, State of Iowa, Board of Regents (State of Iowa) and Iowa State University and shall provide 30 days notice of cancellation or material change of coverage to the certificate holders.

3. Agree in writing to individual drink sales only meaning that each guest is responsible for purchasing their own beverage, collected by the Vendor, during the event. Alcohol may not be purchased through the Chapter treasury or through pooling member funds. Drink “specials” and chapter subsidized drink pricing is expressly prohibited.

4. Assume all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
   a. Checking Identification cards upon entry.
   b. Not serving minors.
   c. Not serving individuals who appear to be intoxicated.
   d. Maintaining absolute control of all alcoholic containers present.
   e. Collection all remaining alcohol at the end of a function (no excess alcohol, opened or unopened is to be given, sold, or furnished to the Chapter).
   f. Making sure that no alcohol leaves the location of this event.
   g. Removing all alcohol from the premises, if event takes places in location other than Vendor’s premises.

5. Ensure that no patrons other than members and guests of this Chapter are present during this event.

6. Participate in a follow up service call from the Office of Sorority and Fraternity Engagement.
Form A Event Information:

- Fill out the event date, the name of chapter and name of sorority or fraternity.

This is to certify that on ________________, 20__, the ___________________________ of __________________________ has:

(name of sorority or fraternity)

- Reviewed the Office of Sorority and Fraternity Engagement Procedures for Registering Social Events with Alcohol with its members, and
- Discussed strategies for the mature management of alcohol, and
- Committed to providing risk management education for its members, and
- Set clear expectations of behavior with all members of the chapter.

Form A Event Information:

- Include the name of the chapter and the name of the vendor for the date of the event, including the location of the event.

This contract is between the ___________________________ Chapter at Iowa State University

(Name of Organization)

and ___________________________, on the ______ day of __________, _______.

(Name of Vendor) (day) (month) (year)

The purpose of this agreement is for the Chapter to use a licensed vendor for providing services at a social event that is in full compliance with applicable laws and regulations of the federal government, state, county, city and Iowa State University.

The date of the social event is: ___________________________.

The location of the social event is: ___________________________.

6
Form A Signature Sections:

- Both the chapter president and the vendor needs to sign the form.
- One complete document needs to be turned in for the event.

In consideration of the above mutual promises, the parties have signed this Third Party Vendor Contract on the date indicated by the signature.

Chapter President’s signature                                      Date

Chapter: __________________________

Address: __________________________

Phone: __________________________

Vendor’s signature                                      Date

Name of company: __________________________

Address: __________________________

Phone: __________________________
Insurance:
General Certificate Example:
Top portion of Certificate:

- Information from the vendor and information from the insurance company

Documentation of Coverage:

- General liability, automobile liability, liquor liability:

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Additional Insured Language/Description of Operations:

- This is specific language from Form A in the vendor agreement, the middle of #2

"The local chapter of Iowa State University; the housing corporation of the chapter; the national body of the fraternity, State of Iowa Board of Regents State of Iowa) and Iowa State University and shall provide 30-day notice of cancellation or material change of coverage to the certificate holders."

The Chapter must be listed in Certificate Holder box:
Alternative Food & Beverage:

Food and alternative beverage examples:

- These items are paid for by the chapter. Made available and accessible for every member and guest during the event time.
  - Pizza
  - Lemonade
  - Sub sandwiches
  - Pasta White and Red Sauce
  - Soda (must be a chapter expense)
  - Appetizers
    - Wings
    - Spinach Artichoke Dip
    - Meatballs
    - Mini Cheeseburger Sliders
Hired Security:
- Events held at the chapter facility must have three hired security agents.

**Security Personnel:** At all events involving alcohol hosted on property owned or leased by a sorority or fraternity or their members, the sorority or fraternity must have at least three (3) security agents licensed with the Iowa Department of Public Safety present during all hours of the event. The fraternity or sorority may work with the ISU Department of Public Safety in identifying licensed security agents.

Member and Guest list:
- Final Guest lists may be turned in 72 hours in advance to the event. It is our suggestion that a preliminary guest list is provided with registration for the ease of the registration process. It is up to the discretion of the chapter to determine a deadline for members to submit their guests as long as the final list is submitted 72 hours in advance. Changes after this time will not be accepted.
- Full names and full birth dates (month, date, and year) must be provided on final guest list. If the guest is not identified when the guest list is submitted, please leave that space blank.

Before submitting remove the following:
- Fake names
- Celebrity names
- Jokes about not having a date
- Other member names (these should already be listed as someone from your chapter attending).

C. **Guest List:** A preliminary guest list must be attached to the registration form. The guest list must include the full names and birth dates of the expected guests.

- The guest list must be submitted at the time of registration and must include full name of the guest, the birthdate of the guest, and the name of the organization member who is hosting the guest.
- Guest lists are limited to no more than 3 guests per member, provided that this number does not exceed 400 people or fire code (whichever is lower).
- Entrance to all events involving alcohol must be limited to the preliminary guest list, once approved by the Office of Sorority and Fraternity Engagement. Minor changes may be made but the list should remain substantially the same as when it was submitted.
- Within seventy-two (72) hours of the event, the sorority or fraternity must submit a post-event guest list to the Office of Sorority and Fraternity Engagement. The post-event list must include the signatures of each guest that attended the event and include their arrival and departure time.
Guest List Template is provided on SFE Event Registration tab:

- During the event, verify guests are sober.
- Check their government issued ID for proof of age.
- Ask members and guests to sign in and out of the event.

**Entrance and ID Verification:** At all events involving alcohol, a completely sober member or hired security agent, must check to ensure that *every* guest:

i. Does not already appear to be under the influence of alcohol or other intoxicant;

ii. Appears on and signs the final approved guest list indicating the time of the guest’s arrival and departure;

iii. Has a valid government issued ID that provides proof of age (birthdate). If a guest is under the age of eighteen (18), the guest will not be allowed to attend/participate in the event, unless they are able to verify their ISU student status with a valid ISU ID. If a guest is under the age of twenty-one (21), the guest may not be served, consume, or possess any alcohol;

iv. Individuals who do not satisfy all of the above requirements must not be allowed to attend/participate in the event.
Council officers will provide chapters with wrist bands for members 21+ according to guest list:

- Wrist bands help everyone at the event know who is 21+.
- Only members and guests with wristbands are permitted to consume alcohol.
- Be sure to affix wristbands so members and guests can’t pass them to individuals who are underage.

2. **Wrist Bands**: At all events involving alcohol, it is the sole responsibility of the sorority or fraternity and its members to verify proof of legal drinking age in accordance with all applicable governmental laws and regulations. Responsibility for the actions and employment of anyone hired to verify proof of legal drinking age ultimately rests with the sorority or fraternity and its members.

   i. As detailed in Section 3(C) immediately above, all guests must present a valid government issued ID verifying proof of age/birthdate.
   
   ii. Verification of legal drinking age and the ability to be served, consume, and possess alcohol must be designated through the use of The Office of Sorority and Fraternity Engagement approved wristbands. Approved wristbands may be acquired from council leadership prior to the event. Use of pens, stamps, or markers is unacceptable.
   
   iii. Distribution of wristbands to any guests prior to the event, to individuals who are not on the final guest list, or to individuals who cannot provide proof of legal drinking age, will result in immediate cancellation of the event.
Pre-Gaming is prohibited:

- Set expectations with members and guests about pre-gaming.
- The chapter is responsible for the behavior of members and guests.

C. PRE-GAMING IS PROHIBITED. Individuals who appear intoxicated or who exhibit drunken or other inappropriate behavior shall not be admitted to sorority or fraternity events involving alcohol. The sorority or fraternity is responsible for the behavior of any and all admitted event attendees.

Sober Monitor Template is provided on SFE Registration Tab:

- Chapter members must be sober before and during event.
- 1 sober monitor for every member and guest.
- Half of the sober monitors must be chapter upper classmen.