

Guidelines for the Conduct of Fraternity/Sorority Social Events

****A COPY OF THIS NOTIFICATION SHALL BE ON DISPLAY DURING THE HOURS OF THE EVENT****

1. In sponsoring any function where alcohol will be dispensed, please keep in mind, in addition to the fact that **alcohol should only be part of a substantive event, not the event itself**, the requirements of your national organizations, State law, University policy and University marketing guidelines for such functions which include risk management practices from advertising and security to the availability of alternative beverages, food, and designated driver options.
2. A function shall be considered to be a chapter function when it is expressly sponsored by the chapter or when a spontaneous group reaches the size of 20 or more non-affiliated people. When a spontaneous gathering becomes a party by this definition, the University Police must be called (994-2121) and informed.
3. Functions should begin and end within a five hour period within the time limits listed in #6 below. Consumption of alcohol must be in accordance with State law and University policy and must be shut off one hour before the end of the party.
4. At all chapter functions there shall be a chapter officer named on the "Function Notification Form" in charge who, it will be understood by all chapter members, shall be responsible for all contact with neighbors and police officers during the course of the function. This should be a member of sufficient stature within the chapter so that his/her advice will be respected and acted upon. This person shall be sober when the function begins and will not drink alcohol for the duration of the function. This person is also responsible to ensure that all alcohol servers are sober.
5. The chapter must establish control over who enters the function. This may be the officer in charge and/or other designated members of the chapter. A process must be in place to prevent non-MSU students and uninvited guests from admittance and/or being the cause of trouble for which the chapter will be held responsible.
6. Time limits should be established for functions as follows:

	<u>Outdoors</u>	<u>Indoors</u>
WEEKDAYS:	10:00pm	Midnight
WEEKENDS:	10:00pm	2:00am

Limits for amplified music, particularly outdoors, will need to be no later than 10:00pm
7. Chapters will help to limit the liability of function attendees by enforcing a "no go-cups" rule. This means that no alcohol may be taken off of the chapter property.
8. The chapter will have a person assigned whose responsibility it will be to speak to anyone whose level of intoxication is an embarrassment and/or safety issue. Chapters must realize that drinking and abstinence are compatible at a function and drunkenness is not.
9. NO chapter funds shall be used to purchase alcohol. No alcohol will be sold either directly or indirectly except by a licensed vendor.
10. MSU officers will be the first responders to complaints regarding functions and will also patrol in the neighborhood to ensure that the above rules are followed. Any police officers has full authority to enter a house, check ID cards, and/or terminate a function, if the activity has, in the judgment of the officer, become disruptive/abusive/ unsafe.
11. The "Function Notification Form" and approved "Safety Plan" must be submitted to the Dean of Students Office, the University Police and/or Bozeman Police Department **no less than fourteen (14) calendar days prior to a planned social event**. The Dean of Students reserves the right to **not approve** a late request and/or an ill-planned function.