

PARTY REGISTRATION PROCEDURE

All members of Cal Poly-affiliated fraternities and sororities, and the Interfraternity Council, the Panhellenic Council, and the United Sorority & Fraternity Council at Cal Poly (collectively the “Greek Community”), shall abide by all University policies and federal, state, and local laws and regulations, including those that govern the use, distribution, and consumption of alcohol. This Party Registration Procedure sets forth procedures designed to provide a safe social atmosphere for members of the Greek Community and their guests, while allowing them to exercise the personal responsibility expected of each of them. The following objectives are essential to achieving this aim:

- To encourage social responsibility in all members;
- To encourage responsible alcohol use and thereby reduce the risks associated with alcohol misuse at parties;
- To increase the safety of everyone in attendance at chapter-sponsored parties;
- To decrease potential legal liability for chapters, their officers, members, members' parents, advisors, house corporation boards, and Inter/National organizations;¹
- To support the ideals and values on which fraternities and sororities are founded;
- To practice self-governance as a Greek Community;
- To educate the general membership of the Greek Community about the importance of risk management.

¹ As independent and separate legal organizations, fraternities and sororities, and their members, are legally responsible for their activities. The University is not legally responsible or liable for the activities engaged in by fraternities and sororities, and their members.

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ARTICLE I – What Defines a Party?

- A. In keeping with the Cal Poly Club & Organization Handbook and Cal Poly’s Alcohol Policy, a party is an event where alcohol is present and one or more of the following applies:
 - 1. The event occurs while at a chapter facility or satellite house. See Article II for definition.
 - 2. During an event hosted, sponsored, or otherwise endorsed by a fraternity or sorority.

ARTICLE II – Locations

- A. All off-campus parties must be held at either the chapter facility, satellite house (which is defined as a house that is registered as a satellite house and hosts recruitment events), or a venue under third party management that is not legally associated with the chapter in any capacity (“third party venue”).
- B. For all parties that are located at a third party venue, a copy of the contract with the chapter and event management company or third party venue must be submitted with the party registration.

ARTICLE III – When a Party Can be Hosted

- A. In a quarter where there is a formal recruitment period, chapters can only host closed parties at off campus third party venues where no potential new members can attend one week prior to the first day of classes of the quarter until the recruitment period is over.
 - a. A closed party is defined as having a guest list and by invitation only.
- B. No parties shall be permitted during finals week. For the purpose of this policy, finals week will begin on the Sunday before final exams at 5:00 p.m. and end at noon on Friday of final exams.
- C. Parties are only permitted between the hours of 5:00pm and 1:00am on Thursdays when Friday is an academic holiday, 5:00pm and 1:00am on Fridays, between 9am and 1:00am on Saturdays, and between 9:00am and 1:00am on Sundays when Monday is an academic holiday.
- D. Parties may not exceed a 5 hour duration.
 - 1. Alcohol may not be served or new alcohol containers opened an hour prior to the end of the event.
 - 2. Sober monitors are responsible for preventing open containers from leaving the facility.
- E. Chapters may request this section to be waived at the discretion of the Fraternity & Sorority Life office for an event involving alumni and/or parents.

ARTICLE IV – Sources of Alcohol

- A. No alcoholic beverages may be purchased through or with chapter funds.
- B. Alcohol present at parties must strictly adhere to Bring Your Own Beverage (BYOB) (See Article V) or the policies outlined by any licensed third party vendor.

- C. The following sources of alcohol are not allowed: kegs, handles, cases, and other large volumes (See Article V regarding what alcohol is permitted).
- D. If a chapter or third party venue has more restrictive procedures, the more restrictive of the two shall be enforced.

ARTICLE V – Bring Your Own Beverage (BYOB)

- A. Only those of legal drinking age in California may bring and consume alcohol.
- B. Permitted alcohol can only be made available in central common living areas managed by sober monitors designated by the host chapter. Alcohol is not permitted in bedrooms, bathrooms, or other personal/private areas.
- C. Individuals of legal drinking age may bring beer totaling no more than 72 oz (equivalent to a six pack of 12 oz beers) or one bottle (750 ml) of wine to the event.
- D. No hard alcohol, squeeze bottles, water bottles, beer bongs, party bongs, party balls, pitchers, tumblers, or other methods of rapid consumption are permitted. No glass is permitted other than glass bottles of wine 750 ml in size or less.

ARTICLE VI – Third Party Vendor

- A. A third party vendor is a business licensed to sell alcohol, with a current California [Alcoholic Beverage Control \(ABC\) license](#).
- B. Alcohol may not be served an hour prior to the end of the event.
- C. Third party vendors shall only serve alcohol to individuals of legal drinking age.
- D. Third party vendors shall not serve intoxicated individuals.
- E. Third party vendors must have current liquor liability insurance.
- F. For any parties held at a third party vendor licensed to sell alcohol with proper liability insurance in place, the vendor may invite members of public to attend at their own risk. All members of the public shall be governed by third party venue's licensing and insurance.
- G. A copy of the contract with a third party vendor must be submitted with the party registration.
 - 1. The contract must state that the third party vendor is required to have a valid California ABC license for the party.

ARTICLE VII – Guest Lists

- A. All parties must have a guest list, and be closed to the public. The final guest list shall be submitted with the party registration.
- B. There shall be no advertising of a party that would encourage uninvited guests to attend, including flyers, banners, or other media.
- C. Guest lists must be typed and finalized by 12:00pm the Friday before the event or 24 hours prior to the event start time, whichever is sooner, and must be submitted with the party registration.
- D. Chapters must be trained on screening guests and requiring all guests to show proof of age and identity upon entering via a government issued ID.

1. Guests shall be clearly marked off on a copy of the guest list using the provided guest list template (See Appendix) when they arrive.
2. Currently enrolled students who are under the age of 18 may enter the event by showing a current university ID. No other minors are permitted to attend.
 - a. Party hosts will ensure that guests under the age of 21 will not be allowed to consume alcohol and the sober monitors are responsible for enforcing this.
 - b. Exception: Parties during Parents Weekend, Open House, and other similar weekends may have under age attendees present who are relatives of a chapter member's family, and must be accompanied at all times by the legal guardian of the minor(s) to ensure safety and accountability.

ARTICLE VIII – Risk Reduction by Fraternities and Sororities

It should be noted that the terms “sober monitor,” “risk manager,” and “risk management team” are used interchangeably in the following section. These terms refer to one group of fraternity or sorority members for each party who are to remain sober before and during the party itself.

- A. A Social Risk Management training is required to be completed by the chapter's executive board and any member serving as a sober monitor for any party hosted by the chapter. This training will be led by the Coordinators of Fraternity and Sorority Life in consultation with Safer, RISE, and the Cal Poly Office of Equal Opportunity and other campus experts. All sober monitors are required to complete the training once per academic year. The curriculum may include, but may not be limited to, the following points:
 1. How to register an event
 2. Responsibilities of different event coordinators
 3. University Policies
 - a. Office of Student Rights and Responsibilities policies and investigation process ([see CSU Executive Order 1098](#))
 - b. Office of Equal Opportunity policies and investigation process (see [CSU Executive Order 1097](#))
 4. Sober monitor duties and expectations including:
 - a. Bystander intervention
 - b. Symptoms of alcohol poisoning
 - c. Identifying and responding to red flag situations
 5. Review quiz
- B. The fraternity or sorority risk management team will include at least one executive board member who will act as the team's leader as well as, at minimum, two sober monitors, plus an additional one sober monitor per 40 guests.
 1. It is required that fraternity or sorority risk managers are not first-years or members of the newest pledge class. First-years should, however, be required to shadow the risk management team before serving as a sober monitor.
- C. Each member of the fraternity or sorority risk management team shall be delegated a responsibility prior to the start of the event. It is required that this responsibility extend through the entire duration of the event. Each individual's role will be specified and described in the Party Registration. These responsibilities should include, but are not limited to:
 1. **Sober Executive:** The sober executive will oversee all risk management procedures for the chapter's event and step in where he or she feels it is necessary.
 2. **Entrance Security:** This team of sober monitors will oversee access controls. This

includes verifying who is allowed to enter the event and controlling the event's wristband procedures. This procedure is explained in detail in Article IX, Point C. There will be a minimum of two sober monitors at the event's entrance and exit, and one stationed at any part of the house or venue that is restricted to guests.

3. **Event Management Security:** The event security team will be in place to monitor guests and to be alert to high risk situations. If anyone under the age of 21 is found to have received alcohol from someone of legal drinking age, the event security team will force both guests to leave immediately. The team will immediately contact emergency services if a guest is causing danger to themselves or to other guests. The security team will complete required training no sooner than two weeks prior to the event.
- D. Each co-hosting chapter, when applicable, will have an equal ratio of sober monitors responsible for monitoring their chapter's membership.
- E. Sober monitors will be easily identifiable to guests in a way that is standardized among all chapters.
 1. Sober monitors will be provided bright and easily identifiable item from their respective councils signifying their status as sober monitors for that event. This item will be designated by each councils Risk Manager.
- F. The event's risk management team will establish a group messaging system, a walkie-talkie system, or equivalent to ensure a timely response to high risk situations.
- G. The chapter is responsible for preventing open containers from leaving the facility. It is recommended that chapters utilize sober monitors for this task
- H. The chapter will provide equal amounts of individual bottled waters as there are guests. Additionally, chapters should provide ample non-salty foods and equally attractive non-alcoholic beverages in a visible location, the purpose of which is to shift the focus away from alcohol consumption.
- I. There will only be one entrance and one exit, excluding mandated emergency exits, throughout the duration of the event. Sober monitor(s) will be stationed at all entrance and exit locations, including emergency exits.
- J. Each Council's Risk Management Committee shall hold quarterly Risk Management roundtables to facilitate discussion between each chapter's Risk Management chairs. This will be a time to share best practices between chapters and collaborate with the goal of increasing overall safety. The roundtable will address, but is not limited to, the following topics:
 1. Practices to decrease risk at chapter events (e.g., review and critique sober monitor training programs, review trends from post-event review forms, etc.)
 2. Practices to decrease risk at non-chapter events (e.g., current collaboration proposal with SLO Safe Ride to ensure individuals can get to and from downtown safely.)
 3. Most recent updates from Safer Representatives
 4. Current relevant events in the Cal Poly community

ARTICLE IX – Risk Management by Fraternities and Sororities

- A. No shots, drinking games, or other activities that encourage inappropriate or other rapid consumption or high risk drinking behaviors shall be allowed.
 1. The definition of drinking games 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, 'beer pong,' 'century club,' 'dares,' or any other activity involving the

consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.

- B. Sober monitors are responsible for preventing open containers from leaving the facility.
- C. Chapters holding a party must follow the wristband system (no stamps, pens or markers) that identifies individuals who are 21 and of legal drinking age. Ascertaining proof of legal drinking age is the sole responsibility of the sponsoring chapter and any security the chapter has hired.
 - 1. Chapters may not allow anyone visibly under the influence of alcohol to enter their event, even if he/she is 21 and of legal drinking age. If an individual appears to need medical assistance, the members should contact sober monitors and call 911.
 - 2. It is required that the verification of those who are of legal drinking age be performed by hired security or trained sober monitors.
- D. In addition to the training that the Fraternity and Sorority Life office provides, chapters may and should have their own individual sober monitor training.
 - 1. Chapters must designate responsible individual(s) as their chapter's student- managed alcohol team to complete this training before a party with alcohol can be hosted. The student-managed alcohol team will serve as sober monitors at events with alcohol.
 - 2. The responsible students must be sober, alcohol and substance free, and on-site at the party for the entire time.
 - 3. The names of those students must be included on the party registration form.
 - 4. For parties that are solely between two or more chapters (no non-member guests), each chapter shall provide sober monitors, who are only responsible for their own members.

ARTICLE X – Transportation

- A. If the event is off campus and requires transportation, the chapter is responsible for the coordination and payment of transportation.
- B. It is recommended that chapters contract the transportation with a third party.
- C. No university vehicles shall be used for any off campus events with alcohol.

ARTICLE XI – Registration Process

- A. The process of online party registration must begin at least 10 days before the date of the event.
- B. Deadlines for completion of registration prior to the party are 24 hours prior to the party starting, or Friday by 12:00pm, whichever is sooner.
- C. A final follow up guest list must be submitted by 12:00 Noon the Monday following the party with the full names of all attendees and birthdates of all guests who recieved wristbands for alcohol consumption.
 - a. No future parties will be reviewed until this requirement is fulfilled
- D. The chapter's risk manager must complete a post-event review, which is to be submitted to Cal Poly Fraternity and Sorority Life by 12:00 Noon the Wednesday following the party. All sober monitors and sober executive members will contribute to this review. For parties where there may be more than one chapter acting as the party's host, each chapter must complete a post-event form.
 - a. No future parties will be reviewed until this requirement is fulfilled

- E. Failure to follow these requirements may subject the chapter and/or its individual members to student discipline.

ARTICLE XII – Judicial

- A. Failure to follow these procedures will be reviewed by the Office of Student Rights & Responsibilities (OSRR) and may be subject to sanctions.
- B. It is recognized that this procedure cannot address, in specific fashion, all possible social situations that may occur. When this procedure is not specific on a particular point, the Interfraternity Council, the Panhellenic Council, and the United Sorority & Fraternity Council chapters and their members are expected to conduct their events and themselves in the spirit of social responsibility expressed in this procedure.

ARTICLE XIII – Seeking Medical Assistance

- A. The university's primary concern is the for the health, welfare and safety of all students. As such, in cases of significant intoxication as a result of alcohol or other substances, the university encourages students to seek medical assistance for themselves and/or others. Any student that assists in seeking medical attention for a person in need, may not be subject to disciplinary action, if the circumstances warrant it.

ARTICLE XIV – Procedure Revision

- A. This procedure may be revised at any time by the Fraternity & Sorority Life office, OSRR and Dean of Students.
- B. This procedure will be reviewed during summer quarter, or at the discretion of Dean of Students staff, and any revisions will sent to members of fraternities and sororities immediately, and will be effective the first day of the following fall quarter.
 - 1. In the event of a mid-academic year review, any revisions will be sent to members of fraternities and sororities immediately upon implementation.