

Black Greek Event Guidelines for Events at Washington University

The following guidelines were developed by members of St. Louis city-wide Black Greek organizations and the Washington University Greek Life Office in Spring 2005 and are to be fully implemented for the 2005-2006 academic year. The guidelines will be reviewed on an annual basis.

Organization Training:

At the start of every academic semester, all members of every St Louis Black Greek organization must attend an Event Planning / Risk Management workshop sponsored by the Greek Life Office. Any organization not fully participating will not be able to host ANY event and/or reserve any space at Washington University for the semester.

Black Greek Council Enforcement Policy:

In an effort to properly enforce the Black Greek events at Washington University guidelines, the "Black Greek Council" is the responsible body for ensuring compliance and enforcement of these guidelines, therefore a fellow Greek member must be in attendance at the registered event. Additionally, each Black Greek organization in attendance is responsible for the actions of their members.

- In order for the Event Registration Form to be complete and hence, approved by the Greek Life Office, the Sponsoring Organization must have provide the name a member from an alternate city-wide organization (preferable from Washington University and active participant in the Black Greek Council) to attend the entire event from start to finish. The co-signer is the BGC monitor on behalf of his/her own organization.
- As a co-signer, this individual has agreed to be present to monitor compliance for the entire event. In the event that any procedures have not been adhered to, it is the responsibility of the co-signing individual to first request the sponsoring organization to remedy the problem. If this is not successful, he/she must report the violation to the University Staff member assigned to the event.
- Upon review, any necessary actions will be taken against the hosting organization during the event and/or after the event.
- In the event that the co-signer does not uphold their own responsibilities or hold the hosting organization to their responsibilities then proper action will be taken against the co-signer or their respective organization.

Event Registration:

All Black Greek events at WU must be registered properly with the Greek Life Office. At the organization training meeting, all organizations must submit dates of events for the coming semester. Only events submitted at this time ("Pre-Registered") are authorized to be registered. To register a "Pre-scheduled" event, a check for security and/or janitorial costs must accompany the COMPLETED "Black Greek Event Registration" form (including signatures from Event Services, Aramark, etc) and submitted to the Greek Life Office no later than 2:00 PM the preceding Monday of the event. NO EXCEPTIONS!

Space Reservation:

Event must be "pre-registered" on the Greek Event calendar to request a space. Space must be requested thru Event Services and/or Residential Life. Space request must be approved prior to the event registration form (Signature on form). All janitorial arrangements must be finalized prior to Black Greek Event Registration form submission. All janitorial costs are the responsibility of the sponsoring organization.

Event Advertising:

All event advertising should indicate the following: Must show ID; Must be 18 years of age; Must be a St Louis college student or accompanied by a St. Louis college student to enter.

Alcohol:

All events are alcohol free. Additionally, individuals who are apparently intoxicated should be denied admittance.

Safety and Security Personnel Requirements:

For all Black Greek social events the following personnel must be in attendance: one University GLO / staff member, one Washington University Police Department Officer, and a minimum of four contracted security guards (coordinated by the Greek Life Office) and/or one guard per 50 guests in attendance. It is the responsibility of the Greek Life Office to make sure that security guards are well informed of University policy and procedures. The Greek Life Office will provide "Post Orders" for all hired security. It is the responsibility of the sponsoring organization to ensure that security guards are performing their required duties

- If GLO staff member is not available, GLO may request staff member from other University department, however if no staff is available, the event may not occur. For the 2005-2006 year, there is no charge associated with the University staff member.
- GLO will schedule a WUPD officer to attend the registered event. For the 2005-2006 academic year only, the GLO will assume the costs of the WUPD officer.
- GLO will schedule contracted security guards however, the cost of contracted guards is the responsibility of the sponsoring organization. Payment is due upon event registration (checks should be written to BMW Security). Contracted security Costs are as follows, but are subject to change: \$14 per hour per guard, four-hour minimum per guard. Payment will not be delivered to the security company until the Tuesday following your event. This procedure allows the sponsoring chapter to express concerns about the services rendered and that the security company is paid in a timely manner. All concerns regarding service provided by security should be directed to the Greek Life Office no later than 5pm the business day following the event. If an event is cancelled after registration and payment has been submitted, there will be no refunds.

Sponsoring Organization Responsible Contacts:

The Sponsoring Organization must have at least 3 responsible contacts assigned to specific "posts" throughout the entire evening. These individuals are to be listed on the Black Greek Event Registration form. Throughout the course of the event, it is expected that these individuals are accessible at all times (before, during, after) to any Washington University official, security officer, or other Greek Leader. The individuals listed on the Black Greek Registration form will remain sober (no drugs or alcohol of any type) for the duration of the event. Severe penalties directed toward the individual and the chapter is possible if this policy is violated.

Event Packet:

Based upon the completed and approved Black Greek Event Registration form, the Greek Life Office will provide an "Event Packet" for the event. The packet will include the following: Copy of the Black Greek Event Registration Form, Wristbands, Guest Sign-in Sheet, Security and Responsible Contact "Post Orders", Black Greek Event Guidelines, and Event Evaluation Forms. Prior to the start of the registered event, the security guard should pick-up the packet from the Washington University Police Department.

Pre-Event Meeting:

Prior to the start of the registered event, there must be a meeting of the sponsoring organization's Responsible Contacts, BGC monitor, GLO staff member, WUPD officer, and contracted security guards. At this meeting, the contents of the Event Packet should be reviewed and the Sponsoring Organization should provide an additional instruction to the guards. The time and location of this meeting is to be indicated on the Black Greek Event Registration form.

Attendance:

At no time will individuals under the age of 18 be admitted in to the event. This includes "PF's" or Prospective Freshmen. The number of people at the event may never exceed the posted Fire-Code capacity in the reserved location. Guests must be college students. Any non college student (e.g. fraternity or sorority alumni member) must show valid identification and must be accompanied by a host-college student with valid student identification (see Admittance Procedures below).

Admittance Procedures:

All attendee's must show college identification and/or state issued identification at the door prior to entry into the event.

- Each college student with proper student identification will receive a dark-colored wrist band which must be worn at all times while in attendance at the event.

- All non-college students & their host-college student eligible for entry will be required to show state issued identification and sign in at a separate entrance and receive a light-colored wristband to be worn throughout the event. Sign in info to include:
 - Host name, school, school ID # (as found on College ID)
 - Guest name, age, state of residence, and phone #
- Anyone found without a wristband in the event will receive a non-negotiable request to leave the event.

Guest Security Provisions:

- All attendees of the event may be expected to demonstrate he/she is not in possession of prohibited items such as weapons or alcohol. If a pat-down is necessary, the security guards must be supervised by the Sponsoring Organization's Responsible Contact.
- Additionally, there will be a disclaimer posted in visible sight outside and inside of each event, stating that those few individuals, who do cause trouble and don't adhere to the rules posted on the disclaimer, will be banned from all successive parties held at that location. The disclaimer shall read:
Please be aware that the host of this event reserves the right to expel anyone for disorderly conduct. This includes but is not limited to fighting, vandalism, possession of alcohol or controlled substances, and smoking. If removed from the party you will have no claim to a refund of your entrance fee.

Event Management:

- If it should become necessary to alter or end an event for any reason (as determined by the sponsoring organization and/or GLO staff member), it is the responsibility of the Responsible Contacts and organization officers to bring the event to a peaceful conclusion.
- Throughout the Greek Event, the DJ should make announcements that the people at the event must respect the Greeks who are throwing the party as well as other Greeks in attendance when they are strolling in-line. It should also be stated that breaking through the line is a great sign of disrespect and that non-Greeks should refrain from doing so.

Building Management:

- It is the Sponsoring Organization's responsibility to monitor public areas in the building where the event is being held. All stairwells and exits must always be clear of people. All guests should be in the event venue or nearby.
- All sponsoring organizations will follow University policies on Fire Safety and Electrical Rules when planning for attendance, security, party decorations, egress, etcetera.

Conclusion of an Event:

- It is the sponsoring organization's responsibility to make all guests vacate the building promptly and orderly.
- All music should be shut off fifteen minutes prior to the scheduled ending time. At that time, the Responsible Contacts and Security Guards will begin telling guests the event is concluded and coax everyone toward the door. As guests are departing, every effort should be made to ensure that guests get home safely.
- All guests should be off premises by the scheduled ending time.
- The Responsible Contacts should make several rounds through the building to ensure all guests have departed, and that the building is secure for the evening

Post Event Evaluation

- When it is confirmed that the event is over, a B&D guard will complete his/her copy of the Event Evaluation form completely and accurately. Failure to complete this form will result in non-payment to B&D.
- Similarly, the hosting organization's Responsible Officer(s) will complete their Event Evaluation Form. Failure to complete this form will result in loss of future social privileges.
- Prior to departing Washington University, the B&D guard will return remaining wristbands and/or other packet contents, in addition to BOTH Event Evaluation Forms to the University staff member.