



Recognized Student Organization Event Policy

Revised September 10, 2024

Responsible Department

Questions regarding this policy should be directed to the [Office of Student Involvement](#).

Purpose

The University of the South adheres to the laws of the state of Tennessee and strives to create an environment that is reflective of the University's motto, "Ecce Quam Bonum" or EQB. To reinforce this sense of community, the purpose of this policy is to assist Recognized Student Organizations (RSOs) at The University of the South with the planning and safe execution of events. This policy outlines the shared expectations of ensuring a duty of care and commitment to the regular standards of practice at events facilitated by RSOs.

Scope

This policy applies to all events hosted and co-hosted by RSOs, including the behavior of undergraduate students and their attendees, both on and off campus. All undergraduate student members of the Sewanee community are responsible for knowing and adhering to the requirements of this policy.

Definition of Terms

For the purposes of this policy, the following definitions will be used.

- **Amplified Sound:** Any sound (i.e., voice, music, or other noise) created, enhanced, or amplified through the use of equipment, to include, but not limited to speakers, sound systems, stereos, and bullhorns.
- **Athletic Event:** A non-varsity athletic competition or gathering where individuals or teams participate in physical activities, games, or sports hosted by an RSO, including club sports.
- **Event:** An activity organized, supported, or sponsored by an RSO occurring on or off campus, virtually or in person.
- **Event Monitor:** A designated member(s) of an RSO who is responsible for promoting a safe environment for all attendees and ensuring all appropriate University policies are being followed. Event Monitors must have completed the appropriate training as outlined by the Office of Student Involvement.
- **Event Sponsor:** For the purposes of this policy, an event sponsor is an RSO helping to plan, promote, support, or host the event.
- **Recognized Student Organization (RSO):** Any Student Organization, including, but not limited to, fraternities and sororities, club sports, and athletic teams. The Student Organization Handbook defines a Recognized Student Organization as a group of undergraduate or graduate students who unite to promote or celebrate a common interest.
- **Special Event:** A type of event with a potential for an increase in safety or risk management concerns. These types of events typically include off-campus events, athletic events, events with attractions, events involving guests who are not students, or other events with components that warrant additional support from the University or other parties.



- **Substance Free Event:** An event where the presence and consumption of alcohol is prohibited. The use of drugs is always prohibited by University policy and state law.

Requirements to Host Events

The ability for Recognized Student Organizations (RSOs) to host events is a privilege that is granted if the following requirements are met.

1. RSOs, individuals, and guests must comply with all federal, state, and local laws. In addition, all University policies and procedures must always be followed.
2. Only active RSOs as defined by the [Student Organization Handbook](#), who are free of any relevant restrictions from the Office of Community Standards, Departments of Equity, Equal Opportunity, & Title IX may host events under this policy.
3. In addition to this Event Policy, individual students and RSOs must follow and be knowledgeable of relevant University policies including, but not limited to:
 - a. [Code of Conduct](#)
 - b. [Student Organization Handbook](#)
 - c. [Good Samaritan Policy](#)
 - d. [Non-Discrimination, Harassment, and Retaliation](#)
 - e. [Title IX and Sex Discrimination Policy](#)
 - f. [Greek Life Policies and Procedures](#)
4. RSOs are responsible for completing the following required educational components to host events with alcohol or special events:
 - a. **Event Monitor Training** - Any student serving as an Event Monitor must complete this training session annually. This training covers topics such as conflict resolution, event management, crowd control, emergency response, and other aspects required of an Event Monitor.
 - b. **Event Policy Training** - All RSOs must complete this training session on an annual basis which covers applicable policy updates, processes, and procedures for hosting events. While it is good practice for all leadership positions to learn about this policy, it is required for the organization's president and leadership role primarily responsible for planning events.
5. The Dean of Students or their designee reserves the right to cancel events as deemed necessary to ensure the safety of students.

Event Regulations

Requirements for All Events

The following requirements must be met for all events, regardless of type. Additional requirements for different events and activities are outlined below. Events outside of those listed may have additional requirements as deemed necessary by the Offices of Student Involvement and/or Greek Life to ensure their success.

1. **Registration:** All RSO events must be registered in [Engage](#) by the following deadlines in advance of the event for review and compliance with University policies.
 - a. Substance Free Events: one (1) business day prior
 - b. Events with Alcohol: seven (7) days prior
 - c. Special Events: fourteen (14) days prior
2. **Substance Free Events:** RSOs hosting a substance free event are responsible for ensuring attendees are complying with the substance free designation.



3. Trash: RSOs hosting events on campus must take steps to ensure the area is cleaned in a timely manner after each event. University Officials will verify each morning by 7:30 am that the entirety of the area is free of trash. RSOs that fail to properly clean an event space after use will be billed by Facilities Management for the cost of the clean up.
4. Noise: Noise which interferes with academic classes, University operations, and other campus or community activities is prohibited. The following regulations must be observed to reinforce the sense of community.
 - a. Amplified sound is not permitted during Residential Life Quiet Hours, academic breaks, Reading Days, or Final Examination periods. The Dean of Students or their designee may approve special exceptions as appropriate.
 - b. Amplified sound must be maintained at a reasonable level at all times as determined by University Officials.

Requirements for Events with Alcohol

1. Event Monitors are required at all events with alcohol in a ratio of one (1) monitor for every 25 attendees.
2. RSOs may elect to have a “closed” or “invite only” event with alcohol where a guest list must be utilized. Organizations that elect to have a closed event with alcohol must submit a final guest list through the Guest List form in Engage the last business day before the event.
3. Emergency exits must be available meeting fire codes and laws. Emergency exits can not be used as entrances.

Alcohol Service

1. Alcoholic beverages must either be:
 - a. Provided and sold on a per-drink basis by a licensed and insured third-party vendor as allowed by local ordinances (e.g., restaurant, bar, caterer, etc.); or
 - b. Brought by individual attendees through a bring-your-own unopened and pre-packaged beverage (“BYOB”) system.
2. The presence of alcohol products above 15% alcohol by volume (ABV) is prohibited at any event. Exceptions to this requirement may be made during the event registration process for events where alcohol will be served by a licensed and insured third-party vendor and hosted at a venue licensed to sell alcohol.
3. Common sources of alcoholic beverages are prohibited. This includes possession, storage, or use of any container where alcohol may be stored, mixed, or served from (including, but not limited to, kegs of any size, shared coolers, or alcoholic punch bowls). Additionally, bulk quantities of alcohol in any container which are likely to be made available to groups are prohibited.
4. Alcoholic beverages may not be purchased with organization funds or funds pooled by members or guests (e.g., admission fees, cover fees, drink tickets, collecting funds through peer-to-peer payment apps, etc.).
5. In accordance with University policy, no glass bottles containing alcohol are permitted.
6. BYOB Events: RSOs may elect to have a BYOB event where attendees, who are of legal drinking age, may elect to bring their own alcohol.



- a. RSOs must limit attendees over the age of 21 to no more than six (6) standard drinks of alcohol during an event. Alcohol permitted at functions may not exceed 15% alcohol by volume (ABV).
- b. RSOs are required to confirm proof of legal drinking age by utilizing a picture ID that lists a birth date and to create a system using wristbands for those 21+.

Activities at Events with Alcohol

1. RSOs, members, or guests must not permit, encourage, coerce, glorify, or participate in any activities involving the rapid consumption of alcohol, such as drinking games.
2. An RSO may not co-host or co-sponsor an event with a bar, event promoter, or alcohol distributor. An RSO may contract to rent a bar, restaurant, or other licensed and insured third-party vendor to host a private event.
3. The presence and consumption of alcohol or controlled substances is prohibited at events or activities related to recruitment, new member education, or initiation into any organization, including, not limited to, “Big/Little” or “family” events or activities or any ritual or ceremony.
4. RSOs must limit access to only public areas within the venue and actively limit guests from personal or private spaces, including bedrooms.

Timing for Events with Alcohol

1. In order to support the academic mission of the University, events with alcohol may only occur the following days and times during the regular academic semesters.
 - a. Thursday: 7 pm - 11 pm
 - b. Friday: 5 pm - 1 am Saturday
 - c. Saturday: 10 am - 1 am Sunday
2. Events with alcohol are also prohibited during certain periods to support the effective operation of the University campus. The Dean of Students may designate times when events with alcohol are prohibited in addition to the following periods when events with alcohol may not be hosted:
 - a. Reading Day(s)
 - b. Final Examinations
 - c. Academic holidays and breaks including summer and winter breaks
3. Events with alcohol are limited to a maximum length of four (4) hours from the advertised start time and only one (1) event with alcohol may occur each day during periods allowed by this policy.

Recommendations for Events with Alcohol

For all events with alcohol, the following actions are strongly recommended:

1. The venue should have only one designated, well-lit entrance that is controlled and monitored by an Event Monitor. For off-campus events with alcohol, organizations may consider using a professional security agency that is contracted, licensed, and bonded. Prior to entering into a contract, the company must be reviewed and approved by the Sewanee Chief of Police or their designee.
2. Whenever alcohol is served, non-alcoholic alternatives (e.g., non-alcoholic punch, soda, bottled water) should be offered with equal prominence and accessibility.



3. RSOs should educate members and guests about responsible alcohol consumption including the importance of recognizing the individual nature of Blood Alcohol Content (BAC) to inform the amount of alcohol consumed at events.
4. Event Monitors should contact the Sewanee Police Department for assistance should the event become unmanageable or if assistance of any type is needed.

Special Events

Requirements for Events with Attractions

The use of outside attractions, particularly those that offer specialized services such as inflatables, slip-and-slides, mechanical bulls, or similar activities, or those that require a contract that indemnifies the vendor, warrants additional review and support of the RSO from key University departments.

1. Events of this nature must be substance free.
2. RSOs may be required to obtain a copy of a vendor's Certificate of Insurance that lists The University of the South and the RSO as additionally insured parties.
3. An RSO may be required to have participants complete a waiver of liability prior to participation.
4. Event Monitors are required at events with attractions in a ratio of one (1) monitor for every 35 attendees.
5. RSOs must complete a Risk Reduction meeting with a member of the Student Life staff to review the event submission prior to final approval.
6. Additional requirements may need to be implemented based on the type of event and the suggestions of the [Risk Management Office](#).

Requirements for Athletic Events

Given the nature of athletic competition and the higher risk of injury, the following requirements must be implemented for non-Varsity athletic events.

1. Events of this nature must be substance free for all participants who are playing or will play in the event.
2. An RSO may be required to have participants complete a waiver of liability prior to participation.
3. Additional requirements may need to be implemented based on the type of sport and the suggestions of the [Risk Management Office](#) or Club Sports Coordinator.
4. RSOs must complete a Risk Reduction meeting with the Greek Life/Student Involvement office to review the event submission prior to final approval.
5. Exceptions to these requirements may be granted by the Dean of Students or their designee.

Requirements for Off-Campus Events

Given the rural location of The University of the South, RSOs may elect to host events involving travel to off-campus locations. If electing to host an off-campus event the following requirements must be met:

1. Off-campus events with alcohol or located more than 30 miles away from campus must be invitation-only, meaning the event may not be open to the general public and must be limited to students and students' guests listed on a guest list submitted with the event registration.



2. RSOs must complete a Risk Reduction meeting with the Greek Life/Student Involvement office to review the event submission prior to final approval.
3. RSOs must consider transportation to and from the off-campus event while in the planning process. It is recommended that organizations utilize third-party travel arrangements from a licensed and insured company.

Expectation of Event Monitors

1. RSO members must complete Event Monitor Training annually prior to serving as an Event Monitor.
2. At least one designated RSO officer or executive board member must serve as an Event Monitor.
3. New members, defined as any member in their first semester within the organization, are not permitted to serve as Event Monitors.
4. There must be Event Monitors in the ratio of one (1) Event Monitor to every 25 attendees for events with alcohol and one (1) to every 35 attendees for substance free special events.
5. If the event is co-hosted by two or more RSOs, members of each sponsoring RSO must be proportionately represented based upon the organization size.
6. RSOs are responsible for ensuring the correct number of Event Monitors are available for events.
7. Event Monitors must be sober for the entirety of the event, including clean up and dispersal of all attendees.
8. Event Monitors are required to actively manage the event, including but not limited to monitoring attendee behavior, verifying guest lists and ages, responding to emergency situations, and interacting with law enforcement as needed.

Event Review Process

RSOs should review this policy and other applicable policies before submitting an event request.

1. Complete the “Create an Event” section located in [Engage](#) through the organization dashboard by the deadline outlined above for each event type.
2. Submissions will be reviewed by members of the Student Life staff to ensure the plans for the event are compliant with this policy. The event reviewer may contact other University departments or inter/national organizations to ensure compliance with all relevant policies.
3. Once reviewed, the submission will either be “Approved” or “Denied” and the host RSOs will be notified through Engage.

Revision

The Event Policy may be reviewed periodically as determined by the Dean of Students. The University reserves the right to issue revisions at any time. The Dean of Students will provide all students and RSOs with written notice when changes have been made to this document. It is the responsibility of each student to read and be familiar with the provisions of the Event Policy and other applicable University policies.