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The Division of Student Affairs at Murray State University aspires to see the attainment of growth and development of the Murray State student. When students choose to gather in social settings and partake in activities that contain risk, Murray State University encourages responsible practices and behaviors in accordance with the laws of the Commonwealth of Kentucky, the city of Murray and the Murray State University Student Life Policies, Rules and Procedures. Violation of Murray State University policies, rules and procedures or state and local laws, on or off campus, will result in disciplinary action from both the Greek Standards Board and Murray State University. The Greek Social Event Policy does not supersede the risk management policies of the inter/national fraternities and sororities at Murray State University or the Fraternal Information and Programming Group Risk Management practices and policies.

Kentucky Statues Regarding Alcohol

Murray State University Student Life Policies, Rules and Procedures

Fraternal Information and Programming Group (FIPG) Risk Management Manual

I.   **Definitions of Key Terms**
   A.   <u>Chapter</u> – a Murray State University recognized social fraternity or sorority comprised of active Murray State students.
   B.   <u>Member</u> – an active member of a Chapter.
   C.   <u>Non-member</u> – an individual who:
      1.   has no affiliation to a Chapter;
      2.   is an alumni member of a Chapter.
   D.   <u>Guest List</u> – a list of individuals invited to a Social Event of a specific Chapter. This list dictates who is able to be considered an attendee for an event.
   E.   <u>Perceived Chapter Event</u> – an event than an observer or attendee would associate with a specific Chapter.
   F.   <u>Social Event</u> – an event that is social in nature where the following criteria are met:
      1.   the number of non-members is greater than the amount of members;
      2.   a guest list is utilized;
      3.   a Perceived Chapter Event, whether located on chapter premises or any other location that does not involve a third party vendor;
      4.   alcohol is present or may be consumed by attendees of the event.
   G.   <u>Alumni Event</u> – an event where attendance is limited to host Chapter members, alumni, significant others, spouses and family of alumni, etc.

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H.   <u>Family Event</u> – an event where attendance is limited to host Chapter members, family, and significant others.

II.   **Reaffirmation: FIPG Policies Regarding Alcohol**

A.   The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines. BYOB is defined in the FIPG Guidelines as one (1) six-pack of 12-ounce beers or one (1) four pack of wine coolers brought by a member or guest who is legally able to consume an alcoholic beverage.

B.   No alcoholic beverages may be purchased through or with chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.

C.   No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).

D.   No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.

E.   No chapter may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.

F.   No member or pledge, associate/new member or novice shall permit, tolerate, encourage or participate in "drinking games." 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.

III.   **Preliminary Requirements**

A. Preliminary requirements shall be fulfilled by each Chapter wishing to host, sponsor, or co-sponsor social events on an annual basis.

B. A Chapter may not host, sponsor, or co-sponsor any social events until all Preliminary Requirements have been fulfilled.

C. Failure to fulfill all Preliminary Requirements will result in a chapter being suspended from hosting, sponsoring, or co-sponsoring social events. Said suspension shall be lifted upon the completion of all Preliminary Requirements.

D. The President, Risk Management Officer and Social Officer of each Chapter shall attend a meeting with a representative of Murray State University Public Safety.

    1. This meeting shall be scheduled by the Coordinator of Greek Life & Student Leadership Programs.

    2. If any Chapter officer (President, Risk Management Officer, or Social Officer) cannot attend this meeting, they are responsible to schedule an individual meeting with a designated representative of Murray State University Public Safety and inform the Coordinator of Greek Life & Student Leadership Programs of the meeting.

    3. These meetings shall occur at the beginning of each academic semester, and must be attended by each Chapter's respective President, Risk Management Officer, and Social Officer.

E. Social Event Exam

    1. All Chapter members shall be required to take and pass the Social Event Policy Exam at 100% at the beginning of the fall semester.

    2. New members shall take the Social Event Policy Exam during their New Member Meetings and must pass with a 100%.

    3. Failure to take and pass the Social Event Policy Exam disqualifies an individual from being included on Guest Lists.

F. Risk Management Plan

    1. Each Chapter planning to host, sponsor, or co-sponsor a social event during the course of the academic year must submit a Risk Management Plan to be approved before any social events may occur.

    2. The Chapter Risk Management Plan should utilize the risk management policies and procedures of the Chapter's respective inter/national headquarters approved Risk Management Plan and the Murray State University Greek Social Event Policy.

    3. Risk Management Plans should include a contact page with the contact information (name, cell phone number, local address, email address) of the following individuals:

        a) Chapter President

b) Chapter Risk Management Officer
c) Chapter Social Officer
d) Lead Chapter Advisor
e) Housing Corporation Board President (if applicable)
4. Chapter Risk Management Plans should be submitted to the Coordinator of Greek Life & Student Leadership Programs at least two (2) weeks prior to the Chapter's first scheduled social event to allow for review of the Risk Management Plan.
5. Each Chapter will be notified of questions, concerns, necessary clarifications or changes to their Risk Management Plan.
6. The Risk Management Plan may be reviewed, approved or denied by any of the following individuals:
a) Coordinator of Greek Life & Student Leadership Programs;
b) Greek Life Graduate Assistant (under the supervision of the Coordinator of Greek Life & Student Leadership Programs);
c) Director of Student Life & the Curris Center
7. If the Risk Management Plan is approved by the inter/national headquarters of any organization, or the Chapter's Risk Management plan is verbatim to the Risk Management Policy of their respective inter/national headquarters, the Chapter's Risk Management Plan shall be automatically approved.
G. Each Chapter must hold a Risk Management program:
1. The presenter of the program shall be from the Murray State University Public Safety Department.
2. Ninety percent (90%) of the Chapter members must be in attendance and documented in attendance during the program.
3. It shall be the responsibility of the Chapter to schedule this program with Murray State University Public Safety.
4. If a Chapter does not meet this requirement, they shall be placed on social suspension for the following semester or until the program is held and attended by ninety percent (90%) of the Chapter.

IV. **Guidelines for Social Events**
A. Social Events shall not take place on a weekday.
1. Weekday is defined as Sunday through Thursday.
a) Chapters are encouraged to utilize Thursday to host Chapter only events, mixers with other Chapters, or non-alcoholic events for the Murray State University student body.
2. Weekend is defined as Friday and Saturday.

B. Social Events shall only occur during the fall and spring academic terms, as determined by the Murray State University Academic Calendar.
   1. Social Events that occur when the fall or spring academic terms are not in session are strictly prohibited.
   2. Hosting, sponsoring, or co-sponsoring a Social Event when the fall or spring terms are not in session shall be a direct violation of the Social Event Policy.
   3. Alumni and Family Events do not constitute as a Social Event, as long as attendance to said events are restricted to Members, Alumni, Family, and significant others of Members, Alumni and Family.

C. Duration:
   1. The maximum amount of time a Social Event shall last shall be five (5) hours.
   2. All events must begin no later than 10:00 pm and end at 2:00 am.
      a) In the case that the event has music, whether live or via a deejay, the music must be turned off or end at 1:45 am.
      b) All attendees must vacate the premises of the event by 2:30 am.

D. Care must be taken by hosts, sponsors, and co-sponsors to ensure that attendees have access to sober transportation.
   1. Chapters should publicly post or provide a contact list for local transportation services.

E. Chapters must provide water for all attendees as a non-alcoholic option.
   1. If chapters provide other non-alcoholic options, these must be individual, sealed containers, and should not be a common source (i.e. punch bowl).

F. The Chapter(s) hosting, sponsoring, or co-sponsoring the event reserve the right to refuse entrance to anyone.

G. Under no circumstances should high school students be permitted to enter a social event.
   1. Admitting a high school student to an event is a direct violation of Greek Social Policy and result in an automatic referral to the Greek Standards Board.

H. Chapters hosting, sponsoring, or co-sponsoring an event must provide plastic cups for attendees.

I. All Social Events are invitation only. Any publicity of a Social Event is a violation of the Social Event Policy.

J. The Office of Greek Life and Division of Student Life shall purchase a software program (hereafter: Greek Social Event Software) for use of check-in and check-out procedures.

        1.   All Chapters shall use the Greek Social Event Software at all social events.

        2.   The Coordinator of Greek Life & Student Leadership Programs shall select a software program and oversee the maintenance of program and uploading the guest lists onto the Greek Social Event Software.

   K.   Homecoming Events

        1.   All chapters, regardless of size, shall be required to register any Homecoming Social Events, using the Social Event Registration Form.

        2.   Chapters will not be required to utilize wristbands or the Greek Social Event Software for Homecoming events.

V.   **Attendee Expectations and Guidelines**

   A.   Attendees must present an acceptable form of identification upon arrival to gain admittance and to determine the age of the attendee.

   B.   Acceptable forms of identification are:

        1.   Valid Driver's License

        2.   Valid State Issued ID Card

        3.   Valid Passport

        4.   United States Active Duty Military ID

        5.   Alien Registration Card (Green Card)

   C.   Attendees who are not on the guest list or not permitted to enter the event must leave the premises immediately.

   D.   Attendees attempting to gain access to the event who are obviously impaired shall not be permitted to enter the event.

   E.   Attendees who are denied admittance for any reason should leave the premises immediately.

        1.   Following the event, contact the President or Social Officer (i.e. Social Chair) of the Chapter(s) hosting, sponsoring, or co-sponsoring the event to inquire as to why you were denied access.

        2.   Remain respectful, so as to have the opportunity be admitted in the future.

   F.   Attendees who gain access should have an enjoyable and safe time at the social event.

   G.   Attendees asked to leave should leave immediately, without issue.

   H.   Attendees should not partake in risky or dangerous behaviors, including behaviors involving alcohol.

   I.   In the event of an altercation, walk away from the situation so as to avoid physical violence.

   J.   In the event of an emergency, call 911 and then alert one of the event Monitors.

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K. If the event fails to comply with the Social Event Policy or creates an unsafe environment for guests, report this to the Coordinator of Greek Life & Student Leadership Programs or via the Greek Standards Board Referral Form.

VI. **Social Event Guidelines**

A. **Monitors**

1. Monitors for social events shall include the following positions:
    a) Entrance Monitor(s)
    b) Event Monitor(s)
    c) Exit Monitor(s)

2. Registration and Expectations
    a) Monitors must be Members or New/Associate/Probationary Members of the Chapter(s) hosting, sponsoring, or co-sponsoring the social event.
    b) No more than two New Members of any Chapter hosting, sponsoring, or co-sponsoring a Social Event may serve as monitors at any single event.
    c) All Monitor names must be included on the Social Event Registration Form.
    d) Any substitutions must be reported to the Coordinator of Greek Life & Student Leadership Programs.
    e) Monitors must be clearly identifiable to all attendees (wearing similar clothes, i.e. stitched letter shirts, bring yellow vests, etc.).
    f) Monitors may not serve in dual roles (i.e. an Entrance Monitor also serves as the Exit Monitor).
    g) Monitors shall not be under the influence of any substance, including but not limited to alcohol, nor should they consume alcohol while serving as a Monitor.
    h) Should a Monitor identify an individual who is out of control or in violation of this policy or the policies of the Greek Standards Board, the Monitor should report the individual to the Greek Standards Board.

3. Monitor Positions
    a) Entrance Monitor(s)
        (1) At least three (3) individuals will serve as Entrance Monitors throughout the event.
        (2) Entrance Monitor Responsibilities:
            (a) Checking identification of all attendees.

      (b)   Checking attendees in via Greek Social Event software.

      (c)   Placing wristbands on all attendees before they enter the event, determined by whether the attendee is 21 years of age or older, or under 21 years of age.

      (d)   Rejecting potential attendees who are not on the Guest List.

      (e)   Informing attendees that they may not enter the event with alcohol if they are under the age of 21 and confiscating alcohol from those under the age of 21.

      (f)   Inform attendees with glass bottles to find an Event Monitor to supply the attendee with a cup.

      (g)   Refusing admittance to attendees who are visibly impaired and assisting said attendees with obtaining sober transportation.

      (h)   Make every effort to keep attendees and non-guests from crowding the entrance both on the interior and exterior of the venue.

      (i)   In the event of an emergency, call 911, insist all attendees vacate the premises, and contact the Coordinator of Greek Life & Student Leadership Programs.

b)   Event Monitor(s)

   (1)   At least three (3) individuals shall serve as Event Monitors throughout the event.

   (2)   Event Monitor Responsibilities:

      (a)   Ensure that the event remains free of violence and safety hazards.

      (b)   Make a good faith effort to prevent underage drinking during the event by attendees.

      (c)   Provide plastic cups for those attendees with glass bottle and containers, and ensure that attendees use plastic cups.

      (d)   Assist excessively impaired attendees in leaving the event by providing them with sober transportation or contact information for sober transportation.

(e) In the event of an emergency, call 911, insist all attendees vacate the premises, and contact the Coordinator of Greek Life & Student Leadership Programs.

    c) Exit Monitor

        (1) A minimum of two (2) individuals shall serve as Exit Monitor throughout the event.

        (2) Exit Monitor Responsibilities:

            (a) Check attendees out of the event via Greek Social Event Software.

            (b) Assist excessively impaired attendees in leaving the event by providing them with sober transportation or contact information for sober transportation.

            (c) In the event of an emergency, call 911, insist all attendees vacate the premises, and contact the Coordinator of Greek Life & Student Leadership Programs.

B. Attendance

    1. Attendance numbers shall be generated in the following manners:

        a) The maximum number of attendees is the chapter size (determined by chapter roster) multiplied by three (3).

            (1) Ex: 45 (chapter size) x 3 = 135 guests

            (2) If two or more chapters are co-sponsoring an event, the maximum number of attendees shall be the total number of active members of all co-sponsoring chapters (as determined by chapter rosters) multiplied by three (3).

                (a) Ex: 45 (fraternity 1) + 60 (fraternity 2) = 105 x 3 = 315 guests

        b) Event attendance shall not exceed the fire capacity of the host venue.

    2. Attendance Lists

        a) Guest Lists

            (1) Organizations hosting, sponsoring, or co-sponsoring an event must submit a guest list with the names of all attendees when they submit the Social Event Registration Form.

(2) The Coordinator of Greek Life & Student Leadership Programs shall be responsible for uploading the guest list onto the Greek Social Event Software.

(3) Chapters cannot add names to a guest list after turning it in, only remove.

(4) A separate guest list must be submitted for every Social Event.

b) Door Additions

(1) Door Additions is a list of ten (10) individuals who do not appear on either the Guest List of the respective chapter(s) or host(s).

(2) These ten (10) individuals shall not be added until they arrive at the entrance of the event.

(3) These individuals should have their name added to the event Guest List via the Greek Social Event Software.

C. **Social Event Registration**

1. In order for an event to be considered a Social Event, all Chapters hosting, sponsoring, or co-sponsoring the event must complete and submit a Social Event Registration Form.

2. The Social Event Registration Form must be completely filled out and have the signatures of the respective Chapter's President and Advisor.

3. Co-hosting/Co-Sponsoring Events

a) In the event that two or more organizations decide to sponsor or host an event, each organization must submit separate Social Event Registration Forms for the event.

b) Each respective Chapter President and Advisor must approve, via their signature on the Social Event Registration Form, their chapter's participation in hosting/sponsoring the event.

4. The Social Event Registration Form must be submitted at least five (5) days prior to date of the event.

a) Social Event Registration Forms must be submitted to the Coordinator of Greek Life & Student Leadership Programs office, located in the Center for Student Involvement.

b) The submitted Social Event Registration Form must be the original, with original signatures of the Chapter President and Chapter Advisor – digital or emailed Social Event Registration Forms will not be accepted.

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    c)   Social Event Registration Forms must be submitted by 4:00 pm on the fifth (5th) business day before the scheduled event.

    d)   Failure to meet these requirements and deadlines may result in the event being postponed or denied.

5.   The Social Event Policy Form can be found in Appendix A of this document, on the Murray State University [website](), or in hard copy form in the Center for Student Involvement.

D.   **Event Logistics**

1.   Identification

    a)   The following forms of identification shall be deemed acceptable to determine a person's age:

        (1)   Valid Driver's License

        (2)   Valid State Issued ID Card

        (3)   Valid Passport

        (4)   United States Active Duty Military ID

        (5)   Alien Registration Card (Green Card)

    b)   Identification must be presented at the Entrance to an Entrance Monitor.

    c)   The Entrance Monitor will take the form of identification from the attendee and will verify their age.

    d)   Following verification, the Entrance Monitor will secure a wristband to the attendee, verifying their age and their admittance to the event, following checking the attendee in via the Greek Social Event Software.

2.   Entrance

    a)   There shall be only one (1) entrance for social events.

    b)   Attendees shall check in at the entrance with one of the Entrance Monitors and ensure that the Monitor registers their name in the Greek Social Event Software.

    c)   All attendees shall have their identification checked at the entrance to determine their age, and the Monitor shall attach a wristband to them based on their age.

3.   Exit

    a)   There shall be only one (1) exit for social events.

    b)   Attendees shall ensure that they are checked out before leaving an event.

    c)   The Exit Monitor shall be responsible for checking attendees out using the Greek Social Event Software when they leave the event.

      d)   All attendees must be checked out via the Greek Social Event Software by 2:00 am.

      e)   In case of an emergency, all exits shall be used.

E.   **Post Social Event Evaluation**

    1.   At the conclusion of the event, all hosts, sponsor, or co-sponsors must complete a Post Social Event Evaluation Form.

    2.   The Post Social Event Evaluation Form must be filled out in its entirety and signed by the Chapter President, or it shall not be accepted.

    3.   Co-hosting/Co-Sponsoring Events

      a)   In the event that two or more organizations decide to sponsor or host an event, each organization must submit separate Post Social Event Evaluation Forms for the event.

      b)   Each respective Chapter President must approve, via their signature on the Post Social Event Evaluation Form, their chapter's submission of the form.

    4.   The Post Social Event Evaluation Form must be returned on the first business day following the event.

      a)   Post Social Event Evaluation Forms must be submitted to the Coordinator of Greek Life & Student Leadership Programs office, located in the Center for Student Involvement.

      b)   The submitted Post Social Event Evaluation Form must be the original, with original signatures of the Chapter President – digital or emailed Post Social Event Evaluation Forms will not be accepted.

      c)   Post Social Event Evaluation Forms must be submitted by 4:00 pm on the first business day following the scheduled event.

      d)   Failure to meet these requirements and deadlines may result in the future events being denied or postponed until the Post Social Event Evaluation Form

    5.   The Post Social Event Policy Form can be found in Appendix B of this document, on the Murray State University website, or in hard copy form in the Center for Student Involvement.

F.   **Procedures If Social Event Software Malfunctions**

    1.   Guest lists with signatures must be turned in to the Greek Life Office within 1 business day following the event along with the Post Event Form Evaluation.

    2.   This guest list must include the names of all persons attending the event other than members of the host organization.

3. This list must clearly indicate whether the guest is 21 and older or less than 21.

4. Only individuals on the guest list and chapter members will be allowed into the event.

G. **Event Monitoring**

1. Social Events may be periodically monitored by the Coordinator of Greek Life & Student Leadership Programs, Murray State University Public Safety, or an officer of one of the Governing Boards.

2. Monitoring is to ensure that the Social Event Policy, local and state laws, and risk management policies and procedures are being adhered to.

3. Monitoring also serves as an opportunity to provide feedback, address concerns, and provide support in maintaining order to the hosts, sponsors, or co-sponsors of the event.

4. Monitoring will include a review of check-in and checkout procedures, verification of all monitors, and review of availability of water and cups for guests.

VII. **Clean-Up Requirements**

A. All Chapters hosting, sponsoring, or co-sponsoring an event are responsible for clean-up following the event.

B. All Chapter facilities and adjacent properties, including streets and parking lots, must be cleaned by Chapter members by 7:30 am the morning following the event.

C. Chapters are responsible for providing clean-up materials including, but not limited to: trash bags, gloves, vests, and other materials.

D. Failure to clean outside and adjacent properties in a timely manner is considered a violation of the Social Event Policy.

VIII. **Publicity**

A. Publicity of social events is strictly prohibited.

B. This includes, but is not limited to:

1. Flyers/Posters

2. Social Media Events

3. Social Media Posts

4. Other forms of publicity not specifically mentioned here

C. In the instance when publicity materials are found for a Social Event, the Social Event will be cancelled and the Chapter or Chapters hosting, sponsoring, or co-sponsoring the event will be referred to the Greek Standards Board.

D.   If a Chapter, Member, New Member, or individual who may be associated with a Chapter publicizes a Social Event, it is a direct violation of the Social Event Policy.

IX.   **Violations**

     A.   Chapter violations of the Social Event Policy include, but are not limited to:

         1.   Hosting a Social Event Without Fulfilling the Preliminary Requirements
            a)   Failure to Submit Guest List Prior to Event
            b)   Failure to Submit Guest List if Social Event software malfunctions
            c)   Failure to Submit Event Post Evaluation Form
         2.   Hosting a Social Event (with alcohol) on a Weekday
         3.   Hosting a Social Event Over Term Breaks (i.e. Winter, Spring, Summer, etc.)
         4.   Failure to Adhere to Duration Requirements
         5.   Failure to Provide Sober Transportation Information
         6.   Failure to Provide Water/Cups
         7.   Admitting High School Students to a Social Event
         8.   Publicizing a Social Event
         9.   Failure to Properly Use Greek Social Event Software
         10.   Failure to Register Homecoming Events
         11.   Creating an Unsafe or Hostile Environment
         12.   Failure to Properly Staff Monitors
         13.   Failure to Enforce Fire Code
         14.   Failure to Enforce Maximum Capacity Limits
         15.   Failure to Comply with Door Addition Policy
         16.   Unregistered Social Event
         17.   Failure to Check Identification
         18.   Failure to Comply with Entrance/Exit Guidelines
         19.   Failure to Clean Facilities and Adjacent Properties

     B.   Individual violations of the Social Event Policy include, but are not limited to:
         1.   Publicizing a Social Event
         2.   Creating an Unsafe or Hostile Environment
         3.   Failure or Disregard of Monitor Duties

     C.   Automatic Social Suspension
         1.   A Chapter shall be placed on automatic social suspension when a report has been made against a Chapter, whether for a violation or otherwise. Social suspension is defined as the inability to host, sponsor, or co-sponsor a Social Event
         2.   A report includes, but is not limited to:

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    a)   Police Report

    b)   Greek Standards Board Referral

    c)   Anonymous Referral

3.   Social Suspension shall remain in effect until such time as the Chapter has the opportunity to appear before the Greek Standards Board or appropriate judiciary committee.

X.   **Contacts**

    A.   Coordinator of Greek Life & Student Leadership Programs

         Kim Newbern

         111-E Curris Center

         Murray, KY 42071

         (270) 809-6953

         msu.greeklife@murraystate.edu

    B.   Director of Student Life & the Curris Center

         Re'Nita Avery-Meriwether

         314-A Curris Center

         Murray, KY 42071

         (270) 809-6984

         raverymeriwether@murraystate.edu

Appendix A
Social Event Registration Form

Murray State University
Greek Social Event Policy
Event Registration Form

This registration form must be completed at least five (5) days before the social event will occur.

Organization Name: _____

Event Date: _____

Event Name: _____

Event Location: _____

Entrance Monitors: at least three (3)
* Monitors cannot drink and no more than two (2) monitors may be current new members

_____   _____

_____   _____

Exit Monitors: minimum of two (2)

_____   _____

Event Monitors: at least three(3)
* Monitors cannot drink and no more than two (2) monitors may be current new members

_____   _____

_____   _____

_____   _____

_____

* If two organizations are hosting a joint event, this would require four additional monitors.

President: _____   _____
                                Print   Signature

Social Chair: _____   _____
                                Print   Signature

As Advisor to _____ (organization name), I approve of

the social event hosted by the above chapter on _____ (date).

_____   _____
Signature   Date

For Office Use Only		
Fire capacity: _____ Number permitted per social policy: _____ Total permitted: _____		
Number of Age Verified bands:		
Number of Under 21 bands:		
Age Verified band color:		
Under 21 band color:		
Monitor responsible for 10 at-door additions:		
Team Login/Password:		
Door Login:		
Exit Login:		
_____ _____ Greek Advisor Date		
_____ _____ Member delivering registration Date		

Please complete and return this form to the
Coordinator of Greek Life and Student Leadership Programs
2002 University Station
Murray, KY 42071
Phone: (270) 809-6953
Please attach additional pages if necessary.

Appendix B
Social Event Registration Form

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Murray State University Greek Life Programs
Post Social Event Evaluation Form

Information of social events will be collected and remain on file each semester in an effort to ensure that the Greek community is following the necessary procedures in accordance with the Greek Social Event Policy at Murray State University.

Organization Name: _____ Contact Person: _____

Email: _____@murraystate.edu Phone Number: (_____) _____-
_____

Event Date: _____ Time of Event: _____ Event Location: _____

Number of Attendees: _____ (Approx.)

Did any issues arise during this social event? ☐ Yes ☐ No

If yes, describe what happened at the social event _____
_____

EVALUATION	Yes	No

Door/Check-In Area		
Did the Social Event Software (Venuewize) function properly		
Checking IDs (driver's license, passport or state ID etc.)		
Only admitted individuals on the guest list		
Only one entrance/exit point		
Guests under 21 and over 21 are marked with a wristband		
Function Area		

The function is within the safe capacity for the facility		
Proper number of sober workers for duration of function		
Members and guests being respectful and cooperative		
Proper clean up procedures completed at end of social event		

Chapter President Signature _____ Date

_____

For Office Use Only: Date Received: _____   Received By: _____

Please complete and return this form within ONE BUSINESS DAY of the completion of the social event to the
Coordinator of Greek Life and Student Leadership Programs
111 Curris Center
Murray, KY 42071
Phone: (270) 809-6953
Please attach additional pages if necessary.