

# Sam Houston State University

## Risk Management and Event Notification Form



GENERAL INFORMATION		
Organization		Contact Name
Event Name		Contact Phone Number
Event Date	Event Type (Mixer, Fundraiser, etc.)	Contact Email
Event Location & Address*		Event Location Contact Name
Event Start Time	Event End Time	Event Location Contact Phone Number
*A copy of the signed contract must be attached.		

CO-SPONSOR INFORMATION			
Co-Sponsoring Organization	Co-Sponsor Contact Name	Co-Sponsor Contact Number	Co-Sponsor Contact Email
Co-Sponsoring Organization	Co-Sponsor Contact Name	Co-Sponsor Contact Number	Co-Sponsor Contact Email

Number of people attending event:	*A complete GUEST LIST must be attached for Closed Events/Parties.
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ORGANIZATION'S RESPONSIBILITIES		
Reservation/Contract with Location	<input type="checkbox"/> Secured	<input type="checkbox"/> N/A
Security Guards/Bouncers	<input type="checkbox"/> Secured	<input type="checkbox"/> N/A
Event Invitations	<input type="checkbox"/> Secured	<input type="checkbox"/> N/A
Event Wristbands	<input type="checkbox"/> Secured	<input type="checkbox"/> N/A
Event Closed to the Public	<input type="checkbox"/> Secured	

**By signing this form, you are stating that your organization has read, understands, and agrees to comply with Sam Houston State University's Risk Management Policies. (Sororities/Fraternities also comply with their National/International Risk Management Policies).**

Printed Name – President	Signature	Date
Printed Name – Social Chair/VP of External Affairs	Signature	Date
Printed Name – Risk Management Chair/VP of Internal Affairs	Signature	Date

**You must turn this form in to Dean of Students Office at least fourteen (14) days prior to the event. Failure to do so will result in penalties determined by the appropriate judicial body. For questions, please contact Dean of Students Office at 936-294-2268 or greeklife@shsu.edu.**

For Office Use Only:	
Signature of Assistant Dean of Students for Greek Life	Date Received

# Sam Houston State University Risk Management Event Contract



GENERAL INFORMATION	
NAME OF BUSINESS	PHONE
ADDRESS	CITY/STATE/ZIP

This is a contract stating that the \_\_\_\_\_ chapter of the \_\_\_\_\_  
*(Name of Chapter)* *(Organization Name)*  
 at Sam Houston State University, may use \_\_\_\_\_ for the purpose of  
*(Facility Name)*  
 \_\_\_\_\_.  
*(Event Name)* *(Organization Name)* will abide by all rules and regulations  
 according to Sam Houston State University and \_\_\_\_\_.  
*(Facility Name)*

ADDITIONAL AGREEMENTS: *(i.e. contract price, time, special pricing)*

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By signing this form, you are stating that your organization has read, understands, and agrees to comply with Sam Houston State University's Risk Management Policies. (Sororities/Fraternities also comply with their National/International Risk Management Policies). \*\*Also, if vendor requires use of their own detailed contract, a copy must be attached with this form.\*\*

PRINTED NAME-FACILITY OWNER/MANAGER	SIGNATURE- FACILITY OWNER/MANAGER	DATE
PRINTED NAME-PRESIDENT	SIGNATURE-PRESIDENT	DATE
PRINTED NAME- RISK MANAGEMENT/VP	SIGNATURE-RISK MANAGEMENT/VP	DATE
PRINTED NAME- SOCIAL CHAIR/VP	SIGNATURE- SOCIAL CHAIR/VP	DATE

# SAM HOUSTON STATE UNIVERSITY RISK MANAGEMENT GUIDELINES

## Purpose

Every student organization no matter how large or small inherently possesses exposure to risk and safety concerns. Therefore the purpose of this policy is to assist in creating a safe environment where students, faculty and staff members can enjoy the benefits of membership, affiliation and participation in the activities and events of registered Sam Houston State University student organizations.

## Review

These guidelines shall be reviewed annually by the Department of Student Activities.

## Guidelines

These guidelines shall apply to all student organizations and their members at Sam Houston State University. All student organization members, officers, advisors, and affiliated persons should emphasize safety during all club/organization related activities.

## Social Events

### -Definition of a Social Event

A social event is defined as any event or activity sponsored by any organization whose primary purpose is social or to provide entertainment to their members, alumni, university community, or other guests. This includes but is not limited to concerts, lip syncs, step shows, and parties/dances.

### - Social Event Categories

The following matrix categorizes events and indicates the requirements for each:

Event Level	Event Type	Examples	Event Location	Requirements
1	Closed Events/ Parties No Alcohol Involved (Event participants limited to members hosting the event, invited guests of organization members or alumni members)	Banquets Picnics Social Gatherings	Any On- Campus or Off-Campus venue	-Registration encouraged, but not required
2	Closed Events/ Parties Alcohol Involved (Event participants limited to members hosting the event, invited guests of organization members or alumni members)	Date Parties Mixers Formals	Third Party Vendor	-Registration required -Guest List -Security as required by event venue and/or national organization (whichever is greater) -Venue Contract
3	Open Events No Alcohol Involved (Event open to the university community and public)	Concerts Step Shows	Any On- Campus or Off-Campus venue	-Registration encouraged, but not required (unless est. attendance over 500) -Security as required by event venue (and/or national organization), or one (1) security officer per every 100 people, whichever is greater -Off-Campus Event Request Form (if applicable)
4	Open Events Alcohol Involved (Event open to the university community and public)	Fight Nights Lip Syncs Concerts	Third Party Vendor	-Registration required - Security as required by event venue (and/or national organization), or one (1) security officer per every 100 people, whichever is greater -Venue Contract -Off-Campus Event Request Form
5	Open Parties No Alcohol Involved (Event open to the university community and public)	Dances/ Parties	*On- Campus	-Registration required - Security as required by event venue (and/or national organization), or one (1) security officer per every 100 people, whichever is greater -Off-Campus Event Request Form (if applicable)

\*Student organizations may host/ sponsor open parties with no alcohol (Event Level 5) off-campus under special circumstances; however organizations must submit an "Off-Campus Event Request Form" to the Dean of Students' Office by the appropriate deadline and receive approval to proceed.

- No student organization shall host/ sponsor ANY open party where alcohol is present.
- All damages to any premises as a result of an event are the responsibility of the sponsoring organization.

#### - Event Registration

All student organizations are strongly encouraged to register all social events with the Department of Student Activities.

Any student organization hosting a major event (estimated attendance over 500) or an event where alcohol will be present must complete the "Event Notification Form" and submit it to the Department of Student Activities at least 14 business days prior to the event. Student organizations hosting events categorized as Event Levels 3 or 4 held at an off-campus venue must submit an "Off-Campus Event Request Form" to the Dean of Students' Office at least 30 days prior to the event. Authorization is required to proceed with event and all off-campus approvals will be at the discretion of the Dean of Students' Office.

#### -Security

Student organizations are required to ensure the safety of their members and guests. University Police will provide security at social events/ parties on campus. Huntsville Police Department, a Walker County law enforcement department or some other bonded agency (must be approved by the Dean of Students' Office) will be required for security at any off-campus venue.

Determination of number officers at the events is based on the size, nature, location, and past history of the event.

-Inappropriate behavior, including but not limited to, fighting, illegal consumption of drugs/alcohol, weapons, or property damage will not be tolerated and the continuation of the event will be at the discretion of the university police, staff, facility manager, or sponsoring organization (depending on severity). All members of the sponsoring organization and guests at the event must adhere to all policies set forth in the SHSU Student Guidelines and Code of Conduct as well as abide by state law, local codes, and inter/national requirements.

### **Alcohol and Drugs**

- The possession, use, sale or consumption of Alcoholic Beverages during formal or informal organization events, or any activity (it is considered a Sam Houston State University event or activity if an observer would reasonably associate the event or activity with the organization) or situation sponsored, coordinated, endorsed, or associated by or with the organization must be in compliance with any and all applicable laws and policies of the State of Texas, Walker County, City of Huntsville, Sam Houston State University and The Texas State University System.

- The purchase or use of a bulk quantity or common source containers of alcoholic beverages, (e.g. kegs, cases of beer, beer balls, party balls, bars, or alcoholic punch) is prohibited at all events or activities.

- All social events where alcohol is involved must be served by a licensed insured Third Party Vendor, and have appropriate security on the premises.

- Purchasing alcohol with organization funds is prohibited.

- No organization members, collectively or individually, shall serve to, purchase for, or sell alcoholic beverages to any persons under 21 years of age.

- Open parties (not located at a third party vendor or those events with unrestricted access to the public without specific invitation) where alcohol is present, are strictly prohibited.

- No organization may co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of its annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.

- No organization may co-sponsor or co-finance an event where alcohol is purchased by either of the host organizations or groups.

- No organization or its members shall permit, encourage, tolerate, or participate in drinking games involving alcoholic beverages.

- The possession, use, or sale of any ILLEGAL DRUGS OR CONTROLLED SUBSTANCES at any organization event or any activity that an observer would reasonably associate with the organization is strictly prohibited.

### **Hazing**

-No student organization, its members or affiliates shall conduct or condone hazing activities.

-All organizations and their leaders shall review annually the Hazing Act passed by the State Legislature, 1987. This Act is fully enumerated in the "Student Guidelines" of Sam Houston State University and binding on all student organizations, their members and affiliates.

### **Sexual Abuse and Harassment**

-No student organization should condone or tolerate any form of sexually abusive behavior on the part of its members or affiliates, whether physical, mental or emotional. This includes any actions that are demeaning to women or men including but not limited to date rape, gang rape, sexual assault, verbal harassment or threats.

-All organizations and their leaders shall review annually the University's policy on Sexual Harassment and Sexual Assault. These policies are found in "Student Guidelines" of Sam Houston State University and binding on all student organizations, its members and affiliates.

### **Travel**

All members of student organizations traveling in representation of SHSU should follow all safety and emergency procedures as established by the club/organizations advisor and university officials. Any accidents or incidents should be reported to the appropriate university official within 24 hours after the occurrence. Emergencies should be reported to the University Police Department at (936) 294-1794. This number is monitored 24 hours a day.

### **Education and Review**

Each student organization should annually educate and review with its officers, members and affiliates the Student Organization Risk Management Guidelines of Sam Houston State University. These Risk Management Guidelines are made available in the Dean of Students' Office and the Department of Student Activities and reprinted in "Student Guidelines." Copies should be obtained and distributed to all advisors, officers, members and affiliates before the start of classes each semester.

### **Violations**

The Student Organizations Board and/or the Dean of Students Office may review, investigate and adjudicate possible violations of the Risk Management Guidelines or Code of Student Conduct by any organization, its members or affiliates. The procedures and sanctions for violations may be found in the SHSU Student Guidelines.

## **Risk Management Event Checklist:**

- ☐ Obtain Risk Management form from: Dean of Students Office.
- ☐ Complete the General Information section.
  - For Contact Name, person must be attending the Event and will be “dry” (must not consume any alcoholic beverages) if alcohol is present at the Event.

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Contact's Name and Signature

- Event Type, please see *SHSU Risk Management Guidelines*.
- ☐ Co-Sponsor Information
  - If any other Student Organization (Fraternity/Sorority) is Co-Sponsoring the Event, they must complete this section.
- ☐ Number of People Attending the Event, i.e. Guest List
  - An ACCURATE Guest List must be turned into the Dean of Students Office with the Risk Management Form TWO weeks prior to the Event if the Event is a Closed Event (see *SHSU Risk Management Guidelines, Event Level 2*).
    - If any changes are made to the Guest List, it must be re-submitted 24 hours prior to the Event (the day before).

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Chapter President's Name and Signature

- ☐ When the Chapter representative goes to the Event location/Facility Name to write up or sign the Event contract, that representative should take the Risk Management Form with him to have the owner/manager sign it then so that the chapter will have it completed.

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Owner/Manager's Name, Signature and Date

- ☐ It is also suggested that the Chapter hosting the Event, should request their Security Guards at least ONE month prior to the Event.
- To obtain UPD Security (936) 294-1793, contact:
  - Lieutenant. Christopher Standerfer
- To obtain Huntsville PD (936) 291-5480
  - Sergeant Cleere
- To obtain Walker County Sheriff's Office (936) 435-2400, contact:
  - Lieutenant Sullivan

- ☐ If the Event is a Level 2 Event (according to the *SHSU Risk Management Guidelines*), a copy of the Guest List must be checked at the door of the Event by a member of the organization and IDs will be checked by the Security Officers present. Upon conformation that the Guest is on the Guest List, the Guest must read and acknowledge the disclosure statement (to be attached at the top of each page of the Guest List) by signing their signature next to their name. If a Guest's name is not on the Guest List, they may **NOT** enter the Event.

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Security Officer's Name, Department and Signature

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Security Officer's Name, Department and Signature

- ☐ This list will then be turned into the Dean of Students Office the following business day where it will then be signed and dated as being received.

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Official's Name, Signature, and Date

## Disclosure Agreement for Guest Lists:

By signing your signature next to your name, you understand that the (Name) Chapter of the (Name) Fraternity/Sorority and (Name of Business) will not be held liable for any legal issues that may arise before, during, and after this event. By signing your name, you are also acknowledging and stating that you are aware of and will abide by the Local, State, and Federal Laws in the consumption of alcohol.