

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 <i>(Event participants limited to members hosting the event, invited guests of organization members or alumni members)</i>	Banquets Picnics Social Gatherings	Any On- Campus or Off-Campus venue	-Registration encouraged, but not required
2	Closed Events/ Parties Alcohol Involved <i>(Event participants limited to members hosting the event, invited guests of organization members or alumni members)</i>	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