



ALUMNI & CITY EVENT POLICY & PROCEDURES

RELEVANT PROVISIONS OF THE FIGP RISK MANAGEMENT POLICY

The Pi Kappa Phi Risk Management Policy, includes the provisions, which follow and shall apply to all fraternity entities and all levels of fraternity membership.

ALCOHOL AND DRUGS

1. 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 a reasonable, objective 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.
2. 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, including but not limited to kegs or cases, is prohibited.
3. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity without specific invitation, where alcohol is present, are prohibited.
4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e. those under legal drinking age).
5. The possession, sale, or use of any ILLEGAL DRUGS or OTHER CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that a reasonable, objective observer would associate with the fraternity is strictly prohibited.
6. 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.
7. No chapter may co-sponsor, co-finance, attend, or participate in a function at which alcohol is purchased by any of the host chapters, groups, or organizations.
8. All recruitment or rush activities associated with any chapter will be non-alcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.
9. No member or associate member 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 that involves duress or encouragement related to the consumption of alcohol.

10. No alcohol shall be present at any associate member activity or ritual of the chapter. This includes but is not limited to activities associated with “bid night,” “Big Brother - Little Brother” events or activities, “family” events or activities, and initiation.

RELEVANT SECTIONS OF THE FIGP THIRD PARTY VENDOR CHECKLIST

The Vendor Must:

The Fraternal Information and Programming Group and Pi Kappa Phi’s insurance carrier (Willis) recommends chapters utilize the following checklist when planning third party vendor events in order to document compliance with the Fraternity’s Risk Management Policy.

1. The Vendor must be properly licensed by the appropriate local and state authority. This might involve both a liquor license and temporary license to sell on the premises where the function is to be held. OBTAIN A COPY OF THE LICENSE FROM THE VENDOR.
2. The Vendor must be properly insured with a minimum of \$1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider. The above “certificate of insurance” must also show evidence that the Vendor has, as part of his coverage, “off premise liquor liability coverage and non-owned and hired auto coverage.” The certificate of insurance should name as additional insured and Certificate Holder (at a minimum) your undergraduate chapter, as well as the National Fraternity. OBTAIN A COPY OF THE CERTIFICATE OF INSURANCE ON AN ACORD FORM 125.
3. The Vendor must agree in writing to cash/credit sales only to individuals over the legal drinking age, collected by the Vendor, during the function.
4. The Vendor must assume in writing all the responsibilities that any other purveyor of alcoholic beverage would assume in the normal course of business, including but not limited to:
 - a. Checking identification cards upon entry;
 - b. Not serving to minors;
 - c. Not serving individuals who appear to be intoxicated;
 - d. Maintaining absolute control of ALL alcoholic containers present;
 - e. Collecting all remaining alcohol at the end of a function (no excess alcohol – opened or unopened – is to be given, sold or furnished to the chapter); and
 - f. Removing all alcohol from the premises.

All contracts can be sent to bisbell@pikapp.org for review prior to signing.

STAFF CONTACT INFORMATION

Pi Kappa Phi resources to execute BYOB or Third Party Vendor event are available at <http://pikapp.org/resourcelibrary.aspx?id=774>.

For question or additional information, please contact:

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