



Cornell University

Spring 2020 Risk Management and Social Event Policy Training

January 22, 2020

6:30 p.m.

Uris Auditorium



Agenda

1. Guest Speaker-Cornell EMS
2. Purpose
3. Overview of Risk Management and Social Event Policy
4. Guest Speaker-Cornell Police Chief Dave Honan





Purpose

- Cultivate and Sustain a Safe Environment
- Ensure Compliance with Local, State, and Federal Laws as well as Inter/national policies
- Establish Parameters for Successful Events

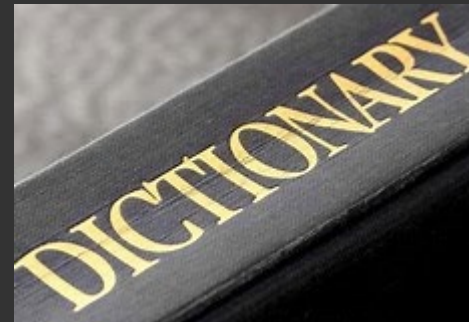




Definition of an Event:

Regardless of location, whether on or off campus, an event where alcohol is present is an event for the purposes of this policy if any of the following occur:

- a) It can be associated with a specific chapter or chapters by a reasonable outside observer.
- b) Chapter members took part in the coordination of the event for the benefit of the chapter and/or members, recruits, or potential recruits of the chapter.
- c) The event is sponsored, publicized, financed, and or endorsed by the chapter.





Another Way to Ask if it is an Event

- Is the event being planned by one or more members/new members?
- Are the officers aware of the event being planned?
- Are any officers involved in event planning?
- Do the officers have prior knowledge of the event?
- Is the event actively or passively endorsed by a majority of the active chapter?
- Have members of the chapter lied about the event?
- If no members attended the event, would the event still happen?
- If a crisis occurred, would the chapter president take charge?
- Is the event a chapter tradition?
- (See handout and website).



Small Event

Small: A 1-1 ratio; cannot be more than 99 people (also subject to fire code); presence of alcohol; need to register and need an independent event monitor which can be Cayuga's Watchers OR hired security





Provision of Alcohol at a Small Event

- Aligned now with North American Interfraternity Conference (NIC) health and safety standards as well as Inter/national sorority & fraternity policies
- Use of a 'BYOB' system (Bring Your Own Beverage) for Small Events





BYOB

Is an Inter/national policy.

- Your Inter/national Sorority or Fraternity can help with resources.
- We also have a resource on our website that we have today in paper copy for you.
- We recommend the Holmes Murphy (HM) Event planner app available for free download.
- <https://scl.cornell.edu/get-involved/sorority-fraternity-life/procedures-sororities-fraternities>





Large Event (99+)

- 1:2 or 1:3 following both Inter/national policies and fire code rating for facility (no more than 1:3 ratio, or whatever is less)
- Need licensed caterer and security, and they must meet insurance requirements.
- Do not have to have Cayuga's Watchers and Cayuga's Watcher does not count as hired security.
- Caterer must acquire liquor license from NYS Liquor Authority and Special Events Permit whenever alcohol is served.
- No more than one sponsor and three co-sponsors.





Philanthropy Event

- Allowed to have alcohol only with written approval from national organization submitted 2 weeks prior
- Governed as a large or small event as defined based on number of attendees
- End no later than 1 AM
- May not exceed building occupancy limit





Daytime (Darty) or Outdoor Event

- No more than 4 consecutive hours between hours of 10:00 am and 8:00 pm
- No swings, hot tubs, pools, slip and slides, etc.
- Subject to small or large event guidelines concerning provision of alcohol depending on size
- Written approval from OSFL 2 weeks in advance (outdoor)
- Noise Permit (outdoor)
- Fenced off with **ONE (1)** point of entry (outdoor) to control access





An event must be registered **WHEREVER** it will be if it meets the previously shared definition of event:

- Must be registered **TEN (10)** days prior to the event for Small; **FIFTEEN (15)** days for Large
- Events at hotels, restaurants, or other third party venues must be registered. Recognized chapter houses or other spaces, too, such as in Collegetown.





Calendar of Registration

Events may only be held Thursday-Sunday.

Weekend	Small Deadline (Midnight)	Large Deadline (Midnight)
January 23 – January 25	Wednesday, January 22 nd	N/A
January 30 – February 1	Friday, January 24 th	N/A
February 6 – February 8	Friday, January 24 th	Friday, January 24 th
February 13 – February 15	Sunday, February 2 nd	Monday, January 27 th
February 20 – February 22	Sunday, February 9 th	Monday, February 3 rd
February 27 – February 29	Sunday, February 16 th	Monday, February 10 th
March 5 – March 7	Sunday, February 23 rd	Monday, February 17 th
March 12 – March 14	Sunday, March 1 st	Monday February 24 th
March 19 – March 21	Sunday, March 8 th	Monday, March 2 nd
April 9 – April 11	Sunday, March 29 th	Monday, March 23 rd
April 16 – April 18	Sunday, April 5 th	Monday, March 30 th
April 23 – April 25	Sunday, April 12 th	Monday, April 6 th
April 30 – May 2	Sunday, April 19 th	Monday, April 13 th
Slope Day: May 6, 2020	Slope Day Summit will be held: April 16 th Slope Day Registrations are Due by April 20 th @ Midnight	



Reminder

Third Quarter (January – IFC and PHC Initiation Deadline(3/1/20))

- ❖ Alcohol and hazing free formal recruitment, new member education, initiation/intake
- ❖ MGFC calendar determined by start date and in consultation with advisor

Fourth Quarter (Initiation Deadline for PHC and IFC (3/1/20) – Last day of classes)

- ❖ All new members are initiated as full members of the organization and can take advantage of all benefits



Requirements

- IFD Operating Permit
- IBD Certificate of Compliance
- General Liability Insurance
- Recognition Policy Acknowledgement signed on Campus Groups
- S/F registered on Campus Groups





ID Scanning

Suggested at all events at which alcohol is being served; must check and for Cornell IDs and/or valid state issued IDs; Scanner works for Cornell IDs and tells class year and over 21 or not. Caterers and security may prefer to visually check a valid state issued ID.

Age Identifiers

Of age guests must be provided with a clearly marked hand stamp or wristband upon entry signifying of age or not

Guest List

Required with Registration for both Small and Large Event.





Practices That Remain



Non-Greek organizations are expected NOT to sponsor events with or without alcohol in Greek facilities unless the Greek organization has agreed to co-sponsor the event.



-Diversity and Inclusion-Be cognizant of mixer/event themes. Be cognizant of microaggressions. Understand that actions while you are intoxicated still hold weight and have impact.



-Sober monitors remain a requirement for any registered event (1 per 25). Must complete online training. Must be sober to serve in this position.

-No Common Sources of Alcohol, Hard Liquor (now 15%), or Drinking Games remain rules.



We know you will ask...



- Why can't we provide alcohol anymore?
 - Inter/National policies don't cover you for insurance if you provide alcohol.
 - You significantly reduce your risk when the alcohol is purchased by the individual not you!
 - We have allowed you to take on way to much liability in the past by providing alcohol - this takes the risk off you.



Why all these new policies? And why now?

- 2018 reforms called for a review of the Event Management Guidelines
- 2019 reforms called for policy for small and large event monitors and 3rd party service of alcohol and security

The time is now to take control of our community - and raise the bar and reduce our risk





Do we have to let the police into our house?

- The roving security will be looking for unregistered events and event violations. If they reasonably believe that you are having an event (registered or not registered) per this policy, you need to let them into your house.
- If you fail to comply under this policy, they will refer what they saw, and you will be referred to a Greek judicial process.



“A university-staffed, roving enforcement team will be deployed nightly to undertake random spot-checks of on- and off-campus properties for potential violations of event management policies or the law. Any indication of misbehavior will result in immediate notification of appropriate law enforcement agencies with a request that noncompliant events be shut down. Indications of misbehavior under this policy include but are not limited to:

- Unregistered events
- No third-party vendor for alcohol at a large event
- No independent event monitor at a small event
- No third-party security at a large event
- Event over capacity
- Underage service of alcohol and or the presence of illegal drugs “



Cornell University

Registering Events



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Event Registration

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Manage

Cornell University Sorority & Fraternity Life Risk Management & Social Event Policy

The Sorority and Fraternity Risk Management and Social Event Policy is intended to promote a safe environment for students. Each sorority and fraternity is, and remains, an independent legal entity responsible for its own actions and for meeting its own legal duties and obligations, as well as liability for violations thereof. Therefore, all sororities and fraternities are responsible for knowledge of both this policy and the policies of their Inter/national sorority or fraternity pertaining to social events. This policy applies to all recognized sororities and fraternities at Cornell.

Name of organization completing form: *

- Select Group -

How many members are in your Organization presently? *

Type of Event Registering *

- Small Event
- Large Event
- Philanthropy Event
- Daytime Event
- Outdoor Event

Select all that apply.

Will the event your organization is planning, serve or distribute alcohol? *

- Yes, Caterer Serving

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recognized sororities and fraternities at Cornell.

Name of organization completing form: *

- Select Group -

How many members are in your Organization presently? *

Type of Event Registering *

- Small Event
- Large Event
- Philanthropy Event
- Daytime Event
- Outdoor Event

Select all that apply.

What are the times the event will run? *

All events must end by 1:00am, though Daytime/Outdoor events must conclude by 8:00pm.

Will the event your organization is planning, serve or distribute alcohol? *

- Yes, Caterer Serving
- Yes, BOYB Distribution
- No

What is the Name and full address of the location where the event will be held? *

Sumo: 2309 N Triphammer Rd

What is the fire occupancy for the location you are hosting your event? *

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Will the event your organization is planning, serve or distribute alcohol? *

- Yes, Caterer Serving
- Yes, BOYB Distribution
- No

What is the Name and full address of the location where the event will be held? *


Sumo: 2309 N Triphammer Rd

What is the fire occupancy for the location you are hosting your event? *

Are other Organizations co-hosting this event with you? *

- Yes, 1 additional Organizations
- Yes, 2 additional Organizations
- Yes, 3 additional Organizations
- No

Attach your guest list for the event the event your organization is registering.

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What is the Name and full address of the location where the event will be held? *

Sumo: 2309 N Triphammer Rd

What is the fire occupancy for the location you are hosting your event? *


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- Yes, 1 additional Organizations
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- No

Co-Host *

Co-Host *

Attach your guest list for the event the event your organization is registering.

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Event Registration


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Events with Alcohol - Small

Independent Event Monitors: Please attach a screenshot of confirmation this has been arranged by your organization. *

 Upload file

This could be a Cayuga's Watchers, a Security Company etc.

Please list all Trained Sober Monitors for your event, including their Cornell NetID and Cell Phone Number *

Example: Aaron Applesauce, aa969, 607-254-3356

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Event Registration

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Manage

Events with Alcohol - Large

Security: Please attach a screenshot of confirmation this has been arranged by your organization. *

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Caterer: Please attach a screenshot of confirmation this has been arranged by your organization. *

Upload file

Please list all trained Sober Monitors for your event, including their Cornell NetID and Cell Phone Number *

Example: Aaron Applesauce, aa969, 607-254-3356

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Event Registration

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Submit

Thank you for Registering your event. If you have any questions, please direct them to OSFL_Admin@cornell.edu.

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Thank You!