

On/Off-Campus Party Contract

The following guidelines must be adhered to for all on/off-campus parties. Any breach of these guidelines may place the organization in disciplinary sanctions.

- 1) There must be one uniformed, certified law enforcement officer per 150 in attendance at the party. (traditional police officer uniforms are the only ones that will be acceptable)
- 2) Attendance at the function must not exceed fire codes.
- 3) Metal detectors must be secured and used for all patrons entering the party. Only police officers are permitted to operate the metal detectors. Further, if a patron leaves and wishes to re-enter, the patron must go through the metal detector before re-entry.
- 4) The fraternity must secure at least 5 members from the organization willing to monitor the party.
- 5) All university policy must be adhered to as stated in the *2008-09 Student Handbook*.
- 6) Even though the on/off-campus security is present, the organization is still responsible for the management of the event. The organization is still responsible for all patrons and members who attend the function. Law enforcement is to aid in risk management for the organization, and not take sole responsibility for the event.
- 7) I further understand that an open party is a higher risk function than a closed party and that significant additional management is required to adequately insure a safe and successful event.

I understand and agree to adhere to the above-stated guidelines. Further, I understand that my organization is responsible for the event and agree to take every precaution necessary to ensure that the function is safe for all patrons.

name of organization

date of party

signature, *president* of student organization

date

signature, *advisor* of student organization

date