2016 – 2017 STUDENT ORGANIZATION SOCIAL POLICY CHECK LIST

In order to plan and host a social event, please complete the following tasks by the applicable deadline:

Before February 17, 2017

____ Complete and submit the “Social Event Date Reservation Request Form” online for semester social events. Student organizations can access this form by visiting villanova.edu/studentorgs and clicking on the Student organization resources link. Student organization formal dates will be approved on a first come, first serve basis.

No Later than 3 weeks before the event

____ Review the “Villanova University: Third Party Vendor Checklist” with your vendor. Make sure the vendor initials and signs the checklist. Submit the checklist to 217 Dougherty Hall.

____ Submit all necessary documentation pertaining to the “Villanova University: Third Party Vendor Checklist”. This includes the contract, certificate of insurance, liquor license, and bus contract. Include banquet / catering menu detailing food offerings.

____ Include your Villanovatix form. Tickets will be available for purchase on Villanovatix once event paperwork is approved.

7 days before the event

____ Student organization leadership reviews the requirements and expectations set out in the social policy, as well as any inter/national expectations and policies at your latest student organization meeting.

____ Ensure all social monitors (including the total number required by this policy and approved by The Office of Student Involvement) signed the Social Monitor Responsibility Agreement in 214 Dougherty Hall.

____ Check-in with The Office of Student Involvement to discuss logistics of the event.

____ Call to confirm your reservations with the third party vendor and Villanova approved bus company

Day of event

____ Provide Student Involvement with a list of all individuals attending the event by 3 p.m. (or by 5 p.m. on Friday if the event occurs on Saturday)

You must complete all of the action items above by the deadlines listed in order to hold a social event.
2016–2017 Student Involvement Social Policy

It is each student organization's responsibility to know, practice, and uphold this policy in its entirety. Additionally, it is expected the student leadership will educate student organizations members on the requirements of this policy and hold student organizations members and guests who attend any event accountable for their decisions and actions.

Purpose

The purpose of the guidelines set forth in this document is to guide and hold student organizations at Villanova University accountable for management of their organizations. This policy applies to all social events planned by student organizations. This policy will help facilitate a safe and healthy social environment, as well as assist all student organizations in the social event planning process.

Introduction

Student organizations must comply with this policy, as well as all applicable federal, state, Villanova University, and inter/national laws, rules, regulations, and policies for planning and hosting social events. Student organizations may not hold any social events that are not in compliance with these applicable laws, rules, regulations, and policies. Additionally, student organizations and their members may be subject to disciplinary action for any failure to comply with this policy.

Emergency Information

The following list is the proper protocol when dealing with an emergency situation:

1. For on campus emergencies, call Villanova University Public Safety 610-519-4444
2. If off-campus or unable to reach Public Safety, call 911
3. Call you the Office of Student Involvement – 610-519-4213
4. Call your advisor

Definitions

Social Event: A general term that includes mixers, formals, list events, and date parties; all must be registered with Student Involvement.

Formal/Date Party: A social event held by one student organization in which each member may invite one guest

Social Monitor: A Villanova student member of the sponsoring student organization(s) who is 18 years or older and 100% free of influence of any substance (including alcohol and drugs) during the social event and hours leading up to the social event. This person helps the student organization Social Chair (or equivalent) organize the logistics of the social event, including loading and unloading of buses, monitoring bus behavior while traveling to and from the venue, monitoring chapter members and guests at the third party venue, and arranging rides for those who need to leave the venue. At least three executive board officers from each sponsoring student organization must serve as social monitors during any given event. In addition to this, a minimum number of social monitors sufficient to represent at least 10 percent of the total attendees must be present at each event. In the case of events sponsored by two organizations, the total number (i.e. 10 percent of the total attendees) of social monitors required must be distributed across both sponsoring organizations. At least half of the social monitors must be non-first year members of the organization, and no new members (i.e. individuals
who just joined the organization as of the date of the event) may serve as social monitors at any given
event. The final number of social monitors will be determined in the discretion of Student Involvement
staff, and Student Involvement staff may require additional social monitors in excess of the minimum
described above in its sole discretion.

SOCIAL EVENT REQUIREMENTS

A. Student organizations proposing to hold social events must be in good academic, social, and
disciplinary standing as determined by the Office of Student Involvement and the Dean of
Students.
B. Student organizations proposing to hold social events must be in good standing with the
University.
C. All social events must be registered with Student Involvement via the online “Social Event Date
Request Form” at Villanova.edu/studentorgs by February 17, 2017.
D. All social monitors must sign the Social Monitor Responsibility Agreement prior to the event. If a
student organization does not have enough social monitors by the time of the event (in accordance
with this policy), the event must be canceled.
E. The checklist, vendor contract, certificate of insurance, and liquor license are due at least 3 weeks
prior to the event and will be reviewed by Student Involvement staff to determine compliance
with the checklist for social events. Social events that Student Involvement determines are not in
compliance must be cancelled by the sponsoring or co-sponsoring chapter(s).
F. Student organizations must follow the Third Party Vendor Checklist. Student organization(s) not
in compliance with such guidelines at any time as determined by Student Involvement will not be
permitted to hold or sponsor social events.

SCHEDULING

A. Student organizations may plan 1 social event throughout the course of one semester.
B. Only 3 social events may take place or 500 people may participate in social events on
any given night.
C. No events may occur on Sundays, during midterm/final weeks, on reading days, during
recruitment periods, during orientation, or during vacations, as defined by the Villanova
University calendar and the Office of Student Involvement.
D. No student organization overnight trips are permitted.

THIRD PARTY VENDOR

All social events will be gatherings at a third party venue.

A. A third party vendor will be chosen by the host student organization(s), in conjunction with
Student Involvement, taking into account the number of agreed-upon guests.
B. Venues must be within one hour driving distance from Villanova University. The method of
transportation, to include the name of a Villanova University approved bus company, must be
noted in the Social Event Registration Form. See Appendix A of this Student Involvement Social
Policy for a list of Villanova University approved bus list.
C. Vendors must cease serving alcohol 30 minutes before the end of the event.
D. No open bar of any kind is permitted.
E. The vendor must clearly state in the contract if the social event is “18 to party and 21 to drink” or
specifically a “21 and older” social event.
F. The vendor or the hosting student organization(s) must provide appropriate quantities of food (at minimum, "snack food," such as chips, chicken fingers, veggie trays, etc.) and water for those in attendance. If vendor is providing food, this must be explicitly stated in the vendor's contract.

G. The contract with the vendor must include the provisions listed on the attached Student Involvement Third Party Vendor Checklist.

H. The checklist, contract, certificate of insurance, and liquor license will be reviewed by Student Involvement staff to determine compliance. Social events that Student Involvement determines are not in compliance must be cancelled by the sponsoring or co-sponsoring student organization(s).

I. Licensed bartenders must be employed by or hired by the vendor to serve throughout the duration of the social event.

J. Only beer, wine, mixed drinks, and non-alcoholic drinks are permitted. Shots, champagne, or any common container (i.e. Kegs, jungle juice, etc.) are not permitted.

**ATTENDANCE**

A. The number of guests in attendance will be determined on a case by case basis by Student Involvement staff. Conditions for consideration will include, but will not be limited to:
   a. Current student organization(s) standing as determined by the Office of Student Involvement.
   b. Number of student organization(s) working in conjunction to plan and execute said event.
   c. Past precedent set by the student organization(s) in the planning and execution of prior, similar events.
   d. Realistic character of event as proposed by host student organization(s).
   e. The number of social monitors who have signed the Social Monitor Responsibility Agreement, and committed to attending the event, as set forth by the required minimum number of social monitors in this policy.

B. The maximum number of guests will be **300 people in attendance** or established at the discretion of Student Involvement Staff.

C. The host student organization(s) shall certify that it has compiled a list of guests and provide the names of the guest and the student organizations members attending the event to Student Involvement in 214 Dougherty Hall no later than 3 p.m. the day of the event. For Saturday events, this information must be submitted to Student Involvement in 214 Dougherty Hall no later than 5 p.m. the Friday prior.

D. Host student organization(s) will not permit individuals who are not student organization members and who are not on the guest list to attend the event.

**TRANSPORTATION**

A. The student organization(s) responsible for the event will provide third party transportation, using a Villanova University approved or preferred vendor, to and from the event. See appendix A of this Student Involvement Social Policy for an approved bus list.

B. The student organization(s) will further ensure there is a seat available for each person in attendance on the transportation vehicle.

C. All buses will pick up and drop off in the West Campus loop.

D. At least two (2) social monitors will be assigned to oversee and ride each bus to verify guest list and identification, and to monitor bus behavior while traveling to and from the venue.

E. Social monitors present at bus pickup (i.e. before departure to the event) have the right and responsibility to refuse entrance to any guest:
   a. Appearing visibly under the influence of alcohol.
b. Having or reasonably appearing to have alcohol or drugs in his or her possession.

c. Falsely representing his or her identity for the purpose of gaining entrance to the event.

**STUDENT ORGANIZATION’S RISK MANAGEMENT**

A. The host student organization(s) must maintain a list of all persons in attendance. The host student organization(s) shall certify that it has compiled a list and provide the number of guests on such list to Student Involvement in 214 Dougherty Hall no later than 3 p.m. on the day of the event. For Saturday events, this information must be submitted to Student Involvement in 214 Dougherty Hall no later than 5 p.m. the Friday prior.

B. In addition to their submitted guest list, the host student organization(s) will submit an agreement (provided by Student Involvement) to be signed by each social monitor. The number of social monitors will be at least the minimum number of social monitors required by this policy, plus any additional social monitors required by Student Involvement. Conditions for consideration will include, but will not be limited to:
   a. Number of student organizations working in conjunction to plan and execute the event.
   b. The previously agreed-upon number of expected guests in attendance.
   c. The size and set-up of the third party vendor.
   d. The number of buses secured for transportation to and from the event.

C. The responsibility of social monitors will include, but will not be limited to:
   a. Supporting the host organization Social Chair (or equivalent) in organizing and managing logistics of the social event.
   b. Verification of the guest list against the actual attendees prior to transportation of guests to the event location.
   c. Monitoring guest bus behavior during transportation to and from the third party venue.
   d. General maintenance of a respectable and responsible social environment.
   e. Responsible communication with vendor management and staff throughout the duration of the event.
   f. General assistance should any unforeseeable circumstance arise.
   g. Should a student attending the event be deemed unfit to remain at the event (as determined by either the vendor, an executive board member, or social monitor), the social monitor will arrange for a third party ride back to campus. The student removed from the event will be personally responsible for financing the ride; however, the social monitors will have sufficient funds to advance the cost of the ride. In the event of a deemed medical emergency, the social monitor shall take other appropriate measures to arrange for the medical evaluation of the student, as outlined in the Medical Assistance Policy within the Student Code of Conduct.

D. Failure to comply with the rules and regulations of this social policy will result in disciplinary action, including the loss of privilege to hold or sponsor such events.
Student Involvement
Third Party Vendor Checklist
(to be completed by the THIRD PARTY)

Date of Event: ______________________

The venue/vendor must initial next to each of the below items. This Third Party Vendor Checklist is part of the agreement between the venue and Villanova University for the event.

THE VENDOR MUST:

1. Be properly licensed to serve alcohol by the appropriate local and state authority. This may involve both a liquor license and a temporary license to sell on the premises where the function is to be held.

ATTACH COPIES OF THE THIRD PARTY VENDOR’S STATE AND LOCAL LIQUOR LICENSES TO THE CHECKLIST.

2. Be properly insured with the coverages and minimum limits set forth below:
   - General Liability: $1,000,000 each occurrence minimum (or greater if required by your (inter)national fraternity or sorority)
   - Liquor Liability: $1,000,000 each occurrence*
     *For events not on the third party vendor’s premises, the Liquor Liability policy must include off premises liquor liability coverage, which must be specifically evidenced on the insurance certificate. Note: Liquor Liability coverage may exist under the third party vendor’s General Liability policy; this is acceptable as long as the coverage meets the $1,000,000 each occurrence limit requirement and is evidenced on the certificate.
   - Automobile Liability including owned, non-owned, and hired autos**
     **Only applicable for events not held at the third party vendor’s premises.
   - The certificate of insurance must name Villanova University as additional insured (and the local chapter of the fraternity or sorority hiring the vendor, the (inter)national fraternity or sorority with whom the local chapter is affiliated if applicable.)

ATTACH A COPY OF THE THIRD PARTY VENDOR’S CERTIFICATE(S) OF INSURANCE EVIDENCING THE ABOVE REQUIREMENTS.

3. Agree in writing to cash/credit card sales only, collected by the vendor, during the function. No open bar of any kind is permitted.

4. Assume in writing all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
   A. Checking identification cards upon entry.
   B. Clearly stating in the agreement if the event is “18 to enter and 21 to drink” or specifically a “21 and older event.”
   C. Not serving individuals less than 21 years of age.
   D. Not serving individuals who appear to be intoxicated.
   E. Certifying that all bartenders are licensed and will serve throughout the duration of the event.
   F. Maintaining absolute control of ALL alcoholic containers present.
G. Collecting all remaining alcohol at the end of the event. No excess alcohol – opened or unopened – is to be given, sold or furnished to the organization or attendees.

H. Removing all alcohol from the premises, if applicable.

I. Cease serving alcohol 30 minutes before the end of the event.

J. Not serving shots, champagne, or any common container beverages (i.e. Kegs, jungle juice, etc.). Only beer, wine, mixed drinks, and non-alcoholic drinks may be served.

The written agreement for the event must be attached to this initialed and signed Third Party Vendor Checklist.

Printed Name of Vendor

Authorized Representative of Vendor Signature & Date

Authorized Representative of Vendor Printed Name and Title

Student Involvement Signature & Date
ALCOHOL AND DRUGS

1. The possession, sale, use, or consumption of ALCOHOLIC BEVERAGES, while on organization premises or during a student organization’s event or any situation sponsored by the organization, or in any event an observer would associate with a organization, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher educations and must comply with either BYOB or Third Party Vendor Guidelines.

2. No alcoholic beverages may be purchased through organization 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 organization. The purchase or use of a bulk quantity of common sources of such alcoholic beverage, e.g. kegs or cases is prohibited.

3. OPEN PARTIES, meaning those with unrestricted access by non-members of the organization, without specific invitation, where alcohol is present, shall be forbidden.

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 CONTROLLED SUBSTANCES while on organization premises or during a student organization event or at any event that an observer would associate with the organization is strictly prohibited.

6. 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 annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.

7. No organization may co-sponsor or co-finance a function where alcohol is purchased by any of the host organizations, groups or organizations.

8. No member shall permit, tolerate, encourage or participate in “drinking games.”

9. No alcohol shall be present at any induction or recruitment event of the organization.
Social Event Registration Form

Thank you for your interest in planning a formal for your student organization! The Social Event Registration Form must be completed and submitted to the Office of Student Involvement, 214 Dougherty Hall by February 17, 2016 at 4:00pm.

General Event Information

Name of sponsoring organization: ________________________________

Requested date of event: ________________________________

Venue Name and Location of event: ________________________________

Venue Contact & Phone #: ________________________________

EVENTS CANNOT BE SCHEDULED ON THE BELOW DATES OF THE FALL 2015 SEMESTER

- SPRING BREAK: MARCH 6-12
- EASTER BREAK: APRIL 13-17
- SPRING OUT WEEKEND: APRIL 28 - 30
- READING DAY: MAY 5
- FINALS: MAY 6-12

Bus Information

Please see Appendix A for a list of University Preferred and Approved Transportation Companies

Bus Company: ________________________________

Bus Company Contact & Phone #: ________________________________

Number of Buses: ________________________________ (Each school bus holds 48 students)

All pick-ups and drop-offs will be in Villanova University’s East Main Lot (Pike Lot).

Time of Pick-Up: ________________ Time of Drop-Off: ________________

Organization Information

Expected number in attendance: ________________________________

Student Organizer Name: ________________________________

Email: ________________________________ Phone #: ________________________________

I certify that I have read and will adhere to the applicable policies as notes in the Student Involvement Handbook. I further understand that the Office Student Involvement and Villanova University use this form for informational purposes rather than approval purposes.

Signature of organization: ________________________________
APPENDIX A

Preferred and Approved Transportation Companies

Spring 2017

University Preferred Transportation Company:
George Krapf Jr. & Sons, Inc. (Krapf's Coaches Inc.)
School Buses and Motor Coaches
Michele Williams 610.431.1500 ext. 216

University Approved Transportation Companies:
Philadelphia Trolley Tours
School Buses, Mini Buses, Motor Coaches, Trolleys
215.389.TOUR (8687)

David Thomas Tours
School Buses, Mini Coaches, and Motor Coaches
215.969.6700

Klein Transportation
School Buses and Motor Coaches
Ashley Hoke 484.925.0099

Safety Bus Service
School Buses and Motor Coaches
856.665.2662

Sague Bus
School Buses
610.828.5776

Student Transportation of America (STA)
School Buses
800.448.0193

Perkiomen Tours
Mini Coaches and Motor Coaches
Brian McGimpsey 215.679.4434

Stouts Transportation
Mini Coaches and Motor Coaches
800.245.7868

STARR Tours
Motor Coaches
800.782.7703
Social Monitors

Social monitors are members of the sponsoring organization(s) who are 100% substance (alcohol and other drugs) free during the social event and hours leading up to the social event. The total number of social monitors will be determined by the number of attendees on the guest list (minimum of 10 percent of total event attendees, plus at least three executive board officers from each sponsoring chapter) and at the discretion of Student Involvement staff.

Social monitors are responsible for helping the sponsoring organization(s) Social Chair(s) (or equivalent) organize and manage logistics of the social event. This can include, but is not limited to:

✓ Verification of the guest list against the actual attendees prior to transportation of guests to the event location
✓ At least two (2) social monitors must be assigned to oversee and ride each bus to verify guest list and identification, and to monitor bus behavior while traveling to and from the venue
✓ General maintenance of a respectable and responsible social environment
✓ Responsible communication with the vendor management and staff throughout the duration of the event
✓ General assistance should any emergency or unforeseeable circumstance arise
✓ Should a student attending the event be deemed unfit to remain at the event (as determined by either the vendor, an executive board member, or social monitor), the social monitor will arrange for a third party ride back to campus. The student removed from the event will be personally responsible for financing the ride; however, the social monitors will have sufficient funds to advance the cost of the taxi.
✓ In the event of a deemed medical emergency, the social monitor shall take other appropriate measures to arrange for the medical evaluation of the student, as outlined in the Medical Assistance Policy within the Villanova University Student Code of Conduct.

I have read the above social monitor job description and will be responsible for the duties listed above for this planned social event.

Student Organization:__________________________ Date of Event:__________________________

Social Monitor Printed Name

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Formal Venue New Options 2016-2017

The Let Out
¬ 1621-27 Cecil B. Moore, Philadelphia, PA 19121
¬ (973) 980-7600
¬ http://tloeventcomplex.com/

Penn Oaks Country Club
¬ 150 Penn Oaks Drive, West Chester, PA 19382
¬ (610) 399-0501
¬ https://www.pennonaksgolfclub.com/

Le Meridien Philadelphia
¬ 1421 Arch St., Philadelphia, PA 19102
¬ Kim Richardson (215) 422-8221

Teca Restaurant and Wine Bar
West Chester
¬ 38 E Gay St, West Chester, PA 19380
¬ Roberto Guadagnini (610) 738-8244
¬ 191 S. Newtown Street Road, Newtown Square, PA 19073
¬ 484-420-4010
¬ http://tecarestaurants.com/

Fault and Palmer
¬ 1750 N Front St, Philadelphia, PA 19122
¬ Elisabeth Aulepp (215) 634-3002
¬ elisabeth@feastyoureyescatering.com
¬ http://www.frontandpalmer.com/

Adventure Aquarium
¬ 1 Aquarium Loop, Camden, NJ 08103
¬ (856) 365-3300
¬ http://www.adventureaquarium.com/

Crystal Tea Ballroom
¬ 100 Penn Square East, Philadelphia, PA 19107
¬ (215) 627-5100
¬ http://finleycatering.com/

The Spirit of Philadelphia
¬ 401 S Christopher Columbus Blvd, Philadelphia, PA 19106
¬ (866) 455-3866 or Christian Saveoz (267) 238-3609
¬ http://www.spiritcruises.com/philadelphia

Lit UltraBar
¬ 460 N 2nd Street, Philadelphia, PA 19123
¬ Gerald (215) 238-0170
¬ http://litultrabar.club/

City Bar and Grill
¬ 7557 Haverford Ave Philadelphia, PA 19151
¬ Billy (267) 634-6190
The Plough and the Stars

* 123 Chestnut Street Enter On, N 2nd St, Philadelphia, PA 19106

* (215) 733-0300 or Marion Ryder (215) 498-2367
* http://ploughstars.com/

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Popular Formal Venues 2016-2017

Twenty9

* 16 Great Valley Parkway Malvern, PA 19355
* (610) 251-9229
* http://twenty9restaurant.com/

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Loft Bar / X O Lounge / Azure Ultra Lounge

1439 South St, Philadelphia, PA 19146
(215) 735-7351
http://loftbarrassly.com/

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Moshulu

* 401 S Christopher Columbus Blvd, Philadelphia, PA 19106
* (215) 923-2500
* http://www.moshulu.com
**VILLANOVA TIX INFORMATION FORM**

<table>
<thead>
<tr>
<th>Name of Event:</th>
<th>Account Number to Transfer Money to:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Date(s) of Event:</td>
</tr>
</tbody>
</table>

**DESCRIPTION OF EVENT**

**DATE OF SALES**

**TOTAL QUANTITY OF TICKETS AND HOW MANY CAN A PERSON BUY AT A TIME**

**PRICE PER TICKET**

**OPEN TO (PLEASE SELECT)**

- General Public
- Students
- Etc.

**LOCATION AND TIME OF EVENT**

*Picture of Event/Flyer: PLEASE E-MAIL SEPARATELY AS A JPG FILE*

**CONTACT PERSON AND E-MAIL:**