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2.1 ABOUT

The *Fraternity and Sorority Event Management Guidelines* manual is an educational document intended to guide individual fraternities and sororities in maintaining recognition under Cornell University's Recognition Policy and to suggest risk management practices for social events hosted by independent fraternities and sororities.

As set forth in the *Cornell University Recognition Policy for Fraternities and Sororities*, the Recognition Policy is not intended in any way to alter the legal relationship between Cornell University and fraternities and sororities. Each fraternity and sorority is, and remains, an independent legal entity responsible for its own actions and for meeting its own legal duties and obligations.

A GUIDEBOOK OF RIGHTS, RESPONSIBILITIES, REQUIREMENTS & RESOURCES

2.2 PURPOSE

- ❖ To reduce the risk incurred by chapter officers, chapter members, and volunteers when the chapter provides alcohol to members and guests through the promotion of safe and responsible behavior.
- ❖ To promote compliance with local and state code regulations and laws, University policies (see Section 2.8 on pages 13-15), the *Fraternity and Sorority Community Core Principles*, and all Inter/national policies.
- ❖ To improve the Greek community's relationship with the rest of the student body, the University administration, the Inter/national governing bodies, Ithaca community, and its law enforcement agencies.
- ❖ To affirm the community's tradition of and commitment to responsible and innovative self-government.

Since each of the above goals relies on responsible actions by members of individual chapters, Greek organizations are expected to adopt these event management guidelines.

2.3 BASIC OVERVIEW

The possession, use, and/or consumption of alcoholic beverages during an official chapter event, or in any situation sponsored or endorsed by the chapter, is expected to be in compliance with any and all applicable laws and regulations of the state, county, city, university and Inter/national organization. Fraternities and sororities are expected to conduct their activities in the spirit of social responsibility embodied in this document. The fraternity and sorority community supports a safe and healthy social environment, which promotes individual and chapter responsibility. Activities not specifically covered by this resolution, but which are in violation of its intent, will be subject to review by the Greek Judicial Board.

2.4 EXPECTATIONS & GUIDELINES

The three governing councils promote compliance with local and state code regulations and laws, University policies, the *Fraternity and Sorority Community Core Principles*, and all Inter/national policies. Fraternities and sororities are expected to conduct their functions according to the set of guidelines listed below:

A. Types of Functions Permitted

1. Catered Invite

These events are invite only, where non-members are in attendance and capacity stays within the facility's maximum occupancy of its assembly space. Catered Invites end at 1 AM.

2. Non-catered Invite

These events are invite only, where non-members are in attendance and capacity stays within the facility's maximum occupancy of its assembly space up to a cap of 250 people. Non-catered Invites end at 1 AM.

3. Non-alcoholic Invite

All non-alcoholic events are invite only, where non-members are in attendance and capacity stays within the facility's maximum occupancy of its assembly space. Non-alcoholic Invites end at 1 AM, if not sooner.

4. Philanthropy

Philanthropy events at a chapter house are expected to be alcohol-free and registered through the OFSA. Philanthropies end at 1 AM, if not sooner.

5. Afterhours

These events are held from 1 AM until 4 AM and are alcohol-free. These events are invite only, where non-members are in attendance and capacity stays within the facility's maximum occupancy of its assembly space.

6. Members Only

These may include alumni, parent or faculty events. Members Only events end at 1 AM, if not sooner.

7. 1:1 (Limited Non-Catered)

These may include Monday Night Football or events with a ratio of one member per one guest (i.e. formals or date nights) with a cap of 150 people. 1:1s end at 1 AM.

8. Outdoor events

Any event hosted on either (1) the physical grounds of a chapter facility; (2) a balcony, patio, deck or other covered/uncovered outdoor area of the chapter facility. Outdoor events are by invitation only, have a ratio of one member per one guest with a cap of 150 people, and can be held between the hours of 12PM – 8PM.

9. Recruitment Event

Chapters are able to hold these events in the fall semester after the third (3rd) Monday in October. These events are open to members of a chapter and potential new members only. The main goal of this event is the recruitment of new members and must be alcohol free. There is a cap of 150 people.

10. Slope Day Events

Any event hosted in a chapter facility or on the physical grounds of a chapter facility on Slope Day. These events may include catered invites, non-catered invites, non-alcoholic events, members only, and 1:1. All Slope Day events must include breakfast. The events can occur from 9:00 am – 1 pm. No alcohol may be served from 9–10 am. The event must be registered with the respective council as well as the Office of Fraternity and Sorority Affairs. There must be one sober monitor per twenty people present. Sober monitors and chapter presidents must attend the Slope Day Summit in preparation for this event. Any Slope Day event after 6pm must be registered separately.

11. Additional Requirements for registering Outdoor events with alcohol:

- a. Events must be registered with the OFSA 3 weeks prior to the date of the event.
- b. A security plan for the event is to be delivered to the Interfraternity Council President and Interfraternity Council Vice President for Judicial Affairs three (3) weeks before the date of the event.
- c. The Interfraternity Council President and Interfraternity Council Vice President for Judicial Affairs must approve the event. When necessary, the Interfraternity Council President and Interfraternity Council Vice President for Judicial Affairs are to consult with University and city officials regarding the logistics of an outdoor event. The Interfraternity Council President and Interfraternity Council Vice President for Judicial Affairs may require that changes be made to the event prior to their approval (i.e. hiring professional security to monitor the event).
- d. Chapters are required to obtain a noise permit for the event.
- e. The event area must be fenced in with only 1 entry and exit point.
- f. No alcohol can be present outside of the approved designated location

B. Registering and Advertising Events

1. Before registering ANY event:

- a. The chapter must register their organization with the Office of Fraternity and Sorority Affairs at <http://rso.cornell.edu/fsa/FSASharter.php>.

- b. The chapter President, Social Chair, and Risk Management Chair must attend Event Management Training at the beginning of each semester. In addition, an Event Management Educator (EME) is to deliver a presentation to 65% of each chapter's membership by the third week of the fall semester. The chapter will not be able to host a social event unless these expectations are met.
- c. The chapter President and Social Chair must sign and submit the Event Management Agreement form to 541 Willard Straight Hall (go to <http://greeks.cornell.edu>).
- d. The chapter President must sign and submit the Social Responsibility Committee (SRC) Agreement form to 541 Willard Straight Hall (go to <http://greeks.cornell.edu>).
- e. The chapter needs to have adequate insurance coverage (1 million dollars of primary liability coverage for each occurrence; general aggregate coverage of at least 2 million dollars; and Cornell shall be listed as additional named insured). Chapter insurance status can be checked at <http://fsa.dos.cornell.edu/>.
- f. The chapter needs to be in good judicial standing.
- g. The chapter and/or provider of the premises are to have a valid: Ithaca Fire Department Operating Permit, Maximum Occupancy Permit for Assembly Space, and Certificate of Compliance (if applicable). Chapter compliance status can be checked at <http://fsa.dos.cornell.edu/>.
- h. Prior to hosting a Catered Invite, Non-catered Invite, Afterhours, or 1:1 event the chapter must submit a separate security plan specific to the type of event being registered. Chapters only need to submit applicable plans once a year to 541 Willard Straight Hall. This plan is to include:
 - i. Diagram with location of exits, main entrance with ID station, location of Service Distribution Center, security posts, and exact number of sober monitors. (see example security plan online at <http://greeks.cornell.edu>)
 - ii. Relief plan to cover posts for sober monitors during breaks and description of identifiers for sober monitors (i.e. specialty clothing such as T-shirts).
- i. In the City of Ithaca, a noise permit is recommended for events that feature a live performer or DJ with amplified sound. Chapters must submit their request for a noise permit along with a copy of the approved social registration form (available at 541 Willard Straight Hall) to the City of Ithaca, at least one week in advance, in order to receive consideration for approval from the Mayor's office (download from <http://dos.cornell.edu/cms/activities/resources/upload/NoisePermit.pdf>) at 108 East Green St., (607) 274-6501. In the Village of Cayuga Heights, there is no noise permit application process. It is prudent, however, to personally inform your neighbors of possible nuisances and make every effort to avoid such nuisances.
- j. The chapter needs to register each social event at <http://fsa.dos.cornell.edu/FSAevent.php>.

2. Additional Requirements for Registering Catered Invites:
 - a. In order to host a Catered Invite at a fraternity facility, the sponsor, co-sponsor, and/or provider of the premises must register the event with the Office of Fraternity and Sorority Affairs (<http://rso.cornell.edu/fsa/FSAAevent.php>) at least five (5) weeks prior to the event. This deadline is based on the NYS liquor authority timeline for issuing a liquor license. No exceptions will be made to this deadline.
 - b. Caterers must meet insurance requirements to provide services for Cornell. These businesses are listed at http://risk.cornell.edu/caterer_list.asp.
 - i. Alfredo's Catering Service
Corey Alter, Event Manager
315-363-5680
 - c. A liquor license and Special Event Permit from the NYS Liquor Authority is required whenever alcohol is served. Therefore, the following steps must be taken in order to successfully register a Catered Invite:
 - i. A Special Event Permit (go to <http://greeks.cornell.edu>) form can be received from the OFSA. Complete section 4 and submit to the OFSA IMMEDIATELY AFTER registering the event on line. For section 4, privately-owned chapters must obtain a signature from the landlord (i.e. alumni corporation president). University-owned chapters can obtain a landlord signature from the OFSA.
 - ii. Submit an invitation guest list for the event along with the signed Special Event Permit.
 - iii. The OFSA will submit all forms to the respective caterer (registration form, Special Event Permit, guest list, security plan, certificates of compliance) once all forms have been received.
 - iv. Chapters should remain in constant communication with the caterer throughout the registration process.
 - d. When contracting with a caterer, it is highly recommended that chapters collect a certificate of insurance for all applicable coverage. This includes insurance coverage for liquor liability, general liability, workers compensation, etc.
 - e. Chapters are recommended to be named as additional insured in the catering contract.
 - f. Overall, it is strongly recommended that chapters consult with their legal counsel when contracting a caterer.
3. Additional Requirements for Registering Non-Catered Invites:
 - a. Events are expected to be registered with the OFSA one (1) week prior to the event. This deadline allows for all registration requirements to be checked and allows time for forms to be resubmitted if necessary. Approval may be given on a case-by-case basis for registrations submitted past this deadline.
 - b. Chapters are allowed to register a maximum of 3 Non-Catered Invites per semester.
4. Additional Requirements for Registering Non-alcoholic Invites:
 - a. Events are expected to be registered with the OFSA one (1) week prior to the event. This deadline allows for all registration requirements to be checked and allows time for forms to be resubmitted if necessary. Approval may be given on a case-by-case basis for registrations submitted past this deadline.

- b. Events must be non-alcoholic.
5. Additional Requirements for Registering Philanthropy events.
 - a. Events are expected to be registered with the OFSA one (1) week prior to the event. This deadline allows for all registration requirements to be checked and allows time for forms to be resubmitted if necessary. Approval may be given on a case-by-case basis for registrations submitted past this deadline.
 - b. Must be non-alcoholic. No chapter 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 (refer to Event Management Agreement Form online at <http://greeks.cornell.edu>).
6. Additional Requirements for Registering Afterhours:
 - a. Events are expected to be registered with the OFSA one (1) week prior to the event. This deadline allows for all registration requirements to be checked and allows time for forms to be resubmitted if necessary. Approval may be given on a case-by-case basis for registrations submitted past this deadline.

Example: An Afterhours to be held on a Saturday morning from 1 AM to 4 AM are expected to be registered for that Saturday, not the night before (i.e. Friday).
 - b. Must be non-alcoholic.
7. Additional Requirements for Registering Member Only events:
 - a. Events are expected to be registered with the OFSA one (1) week prior to the event. This deadline allows for all registration requirements to be checked and allows time for forms to be resubmitted if necessary. Approval may be given on a case-by-case basis for registrations submitted past this deadline.
8. Additional Requirements for Registering 1:1 events:
 - a. Events are expected to be registered with the OFSA one (1) week prior to the event. This deadline allows for all registration requirements to be checked and allows time for forms to be resubmitted if necessary. Approval may be given on a case-by-case basis for registrations submitted past this deadline.
9. Additional requirements for registering Outdoor events:
 - a. Events are expected to be registered with the OFSA one (1) week prior to the event. This deadline allows for all registration requirements to be checked and allows time for forms to be resubmitted if necessary. Approval may be given on a case-by-case basis for registrations submitted past this deadline.
 - b. Event must be non-alcoholic. It is against New York State law to serve or consume alcohol outdoors.
 - c. A chapter must inform the OFSA at least two months before any large-scale outdoor or indoor event is planned. This includes but is not limited to concerts.

10. Additional requirements for registering Recruitment Events

- a. Chapters must submit an application to hold a Recruitment event 2 weeks prior to the event taking place to the Interfraternity Council President and Vice President for Recruitment.
- b. Events must be alcohol free.

11. Additional requirements for registering Slope Day events:

- a. Events are expected to be registered with the OFSA two (2) weeks prior to Slope Day. This deadline allows for all registration requirements to be checked and allows time for forms to be resubmitted if necessary. Approval may be given on a case-by-case basis for registrations submitted past this deadline.
- b. Chapters must also register the Slope Day event with their respective council (IFC, MGLC, or Panhellenic).
- c. Chapters may only host Slope Day events from 9 am – 1 p.m. Breakfast must be served from 9 – 10 am. No alcohol is allowed to be present from 9 am – 10 am.
- d. Additionally, there must be one sober monitor per twenty people present. The chapter president and sober monitors must attend the Slope Day Summit.
- e. The OFSA and the respective council must be informed of any additional circumstances, such as a live band, bounce house, swimming pool, etc.

12. Additional information regarding registration and advertising:

- a. Off-campus events are not registered through the OFSA; however, compliance to all event management guidelines, University and Inter/national policy is expected at ALL chapter-sponsored events.
- b. The only organizations that may sponsor events with alcohol in Greek facilities are fraternities and sororities recognized by IFC, MGLC or PHC.
- c. No event may be held prior to the first day of classes or after the Monday following the last day of classes. Furthermore, events may not be held until the chapter president, social chair, and risk manager have attended the Event Management Guideline training, which is held at the beginning of the semester.
- d. Open social events with alcohol are prohibited. Open parties are defined as:
 - i. An alcoholic social function to which non-members are invited by a blanket or open invitation, expressed, or implied;
 - ii. A social function to which non-members are invited through advertising or publicity, including but not limited to signs, t-shirts, posters, billboards, handouts, and/or the use of e-mail, Instant Messenger, the facebook, myspace, newspapers, radio, or television.

C. Rental of Chapter Property to Greek-Letter Organizations

1. If permitted by the Inter/national governing body, a Greek chapter may rent another Greek facility. The sponsor of the event and the provider of the premises must both register the event at <http://fsa.dos.cornell.edu/FSAAevent.php>. Chapters renting a Greek facility must draft and submit a copy of a signed rental agreement to 541 Willard Straight Hall.

2. Registered non-Greek organizations are expected to not sponsor events with or without alcohol in Greek facilities unless the Greek organization has agreed to co-sponsor the event.
3. Greek organizations are strongly advised to consult with their Inter/national headquarters' attorneys and insurance professionals to ensure that appropriate risk transfer measures are in place for any use and/or rental of property. Furthermore, chapters should be aware that willful violations of the law might negate the transfer of the risk of an event.

D. Monitoring Events

1. Functions are expected to not become overcrowded to the point where safety is a concern, nor are events to continue so late that mechanisms for managing the event deteriorate. No chapter may exceed its Maximum Occupancy for Assembly Space. Registered Afterhours events are expected to end at 4 AM. All other registered events are expected to end at 1 AM.
2. It is expected that individuals who appear intoxicated are not permitted to drive nor should chapter members attempt to transport intoxicated individuals. Chapters are expected to contact 911 immediately if individuals appear severely intoxicated and/or impaired (see Medical Amnesty Protocol on page 14).
3. Invitation guest lists for each Catered or Non-catered Invite (i.e. crush list) are expected for all non-members who have been invited.
4. Decorations are expected to meet all fire code regulations.
5. All event themes are expected to be respectful and appropriate.
6. Chapters must handle complaints from neighbors and police in a courteous and responsible manner.
7. For non-alcohol related events, guests are expected to show a valid Cornell or student ID at the door.
8. For alcohol related events, members and guests are expected to show a valid driver's license, military ID, or passport AND a valid Cornell or student ID at the door.
9. Members and guests at alcohol related events, who are of age, are expected to receive a wristband or hand stamp upon entering the event.
10. Fraternities and sororities are expected to deny admittance and/or alcohol to individuals who are likely to be irresponsible in their use of alcohol and/or with whom the fraternity/sorority cannot exercise reasonable control. This includes individuals who are intoxicated to the point of drunkenness or who exhibit reckless behavior. The chapter has the right and responsibility to deny admittance to anyone it thinks is already impaired by alcohol or other drugs, even if the person is on the invitation list. If an individual is denied admittance, the chapter is expected to call 911 to assist the individual.
11. Chapter Monitors & Security
 - a. For ALL functions, fraternities and sororities are expected to provide monitors who will not consume alcohol throughout the duration of the event, and who will monitor the activities of both members and guests, with the objective of promoting compliance with these guidelines and NYS law.

- b. A minimum of ONE (1) monitor for every twenty-five (25) guests is expected for each event. Please see specific instructions regarding Slope Day. A list of the names of the monitors is expected to be posted in clear view at the main entrance and at the Service Distribution Center.
- c. Security professionals from a company licensed by the state of NY may be used to further regulate the event. Professional security is expected for Catered Invites and may be provided through the caterer.
 - i. Cayuga Security
Ray Cruz
(315) 569-4763
<http://www.csaii.com>
 - ii. Chestnut Security
Ron Falise
(315) 559-0444
<http://www.chestnutsecurity.com>
- d. ALL (student and professional) monitors are expected to:
 - i. Monitor the entire public assembly space in accordance with the chapter's security plan.
 - ii. Monitor the designated Service Distribution Center to encourage and undertake reasonable efforts to prevent overcrowding and underage drinking. This room should never exceed legal capacity.
 - iii. Monitor the front entrance, parking lots, and other outdoor areas.
 - iv. If a caterer is used, assist in his/her responsibility to check valid identification of members and guests and reject questionable identification.
 - v. Stop those leaving the party from taking any open containers with them.
 - vi. Prohibit public urination.
 - vii. Mediate altercations and fights by contacting security and/or IPD/Cornell Police.

E. Service of Alcohol and Food

- 1. Service Distribution Center-One centralized location is expected to be established for the distribution of all food, non-alcoholic beverages and for the distribution of all alcoholic beverages. Additional food and non-alcoholic beverage stations are encouraged. Service monitors are expected not to serve anyone who is intoxicated or underage.
 - a. The following signs are expected to be posted in clear view at the Service Distribution Center for alcohol related events:
 - i. New York Law prohibits the consumption and service of alcoholic beverages to persons under the age of 21.
 - ii. Non-alcoholic beverages and food are available.
- 2. It is expected that no alcohol be present at any recruitment or new member function, including Bid Day. It is also expected that fall social events with alcohol are not utilized as recruitment events.
- 3. Bottled water is expected to be available for the duration of the event. Cases of bottled water can be purchased or ordered through Student Management Corporation (SMC, 607-257-0000).

4. It is expected that no member will permit, tolerate, encourage or participate in activities that include binge drinking or games with alcohol.
5. Kegs (i.e. common source) and hard liquor (i.e. shots and mixed drinks) are prohibited at all events, except when provided by a licensed caterer at a Catered Invite.
6. Individually packaged food/snacks are expected to be available for the duration of the event.
7. Hand sanitizer is expected to be made available for the duration of the event.

2.5 EDUCATION & TRAINING

A. Leadership Training

Chapter Presidents, Social Chairs, and Risk Management Chairs are expected to attend Event Management Training at the beginning of each semester. A chapter may not hold a social event until the training has been completed.

B. Chapter Training

Each chapter is expected to make arrangements for an Event Management Educator to deliver a presentation on appropriate management of social events. At least 65% of the chapter's membership must be in attendance.

2.6 MEASUREMENT & ENFORCEMENT

A. Un-registered Events

1. The Cornell University Police will receive a list of registered events weekly.
2. The Cornell University Police, Cayuga Heights Police, Ithaca Police Department will be asked to monitor all chapters who are not registered to ensure that they are not hosting an event. Any chapter who appears to be hosting an event, which is not registered with the OFSA, will be referred immediately to the Greek Judicial Board.
3. Chapters who host unregistered events will be given a minimum sanction of 6 weeks social probation.

B. Registered Events

1. Each time a chapter registers a Non-catered or Catered Invite they will be charged a \$20 fee.
2. These fees will go toward funding a licensed and bonded private security professional, who will be hired to audit ALL registered social events.
 - a. On the evenings when the security professional works, s/he will receive a list of all of registered events for that night.
 - b. S/he will audit ALL registered events based on a form specific to that event (go to <http://greeks.cornell.edu>)
 - c. The form will be reviewed and signed by the Chapter President and Social Chair on the night of the event.
3. The forms for each night will be handed over to the Greek Judicial Board for review.
4. The Event form format for each type of event shall be reviewed each semester by the Greek Judicial Board and any changes or updates must be presented to the Tri-Council.

C. Underage Drinking

1. Chapters that have a complaint filed against them reporting the service of alcohol to underage individuals will be given one warning per semester at the discretion of the Judicial Chairs/Judicial Board.

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2. Chapters found responsible for a second underage drinking violation will be given a minimum sanction of two (2) weeks social probation.
3. Additional violations of NYS law and the Event Management Guidelines will be reviewed by the Greek Judicial Board and sanctions will be determined on a case-by-case basis.

D. **New Member Initiation Deadline**

1. It is expected that all chapters adhere to the new member initiation deadline determined by the OFSA each semester.
2. Any chapter found responsible for exceeding the new member initiation deadline without approval from the OFSA will be subject to a minimum of a \$100 fine per day over the stated deadline.

2.7 CONSEQUENCES & SANCTIONS

A. **Sanctions**

Below is a list of sanctions that the Greek Judicial Board will utilize when determining an appropriate outcome for chapter misconduct.

1. Educational/Remedial
The primary goal of the Greek Judicial System is educational in nature. The Fraternity and Sorority Judicial Board and respective judicial officers may design sanctions that are specific to an individual case when it is determined that educational or remedial value may result and the interests of the University community are maintained.
2. Community Service / Fines
The Greek Judicial Board reserves the right to assess a Chapter with a per member fine. The chapter will have the option of paying the fine or, upon appeal to the Judicial Board, accepting an appropriate number of community service hours.
3. Social Probation
This status is applied as a result of a breach of specific social regulations. Its primary effect is to suspend a privilege related to the nature of the offense and/or restrict access to specific campus facilities or programs.
4. Disciplinary Probation
This action constitutes a change in status where the organization is no longer in good standing, but continues to be recognized by the University. The chapter is permitted to retain recognition at the University, but under certain stated conditions depending upon the nature of the violation and upon the potential learning value that may derive from such a restrictive measure.
5. Loss of Recognition
The Associate Dean and the Greek Judicial Board always reserve the right to refer serious chapter misconduct to the Vice President for Student and Academic Services or his/her designee to review whether the chapter should be allowed to maintain its status as a recognized chapter. The Greek Judicial Board can recommend to the Vice President for Student and Academic Services that a chapter lose privileges associated with University recognition (probationary recognition) or that a chapter lose full recognition. Such determinations will be made pursuant to the Cornell University Recognition Policy for Fraternities and Sororities.

B. Consequences

1. Any sanction not fulfilled within the given time limit will result in the chapter's referral back to the Judicial Board. At this time the Judicial Board may reassess the sanction originally given.
2. Community Service hours will be monitored by the VP UCR or a director of the IFC Executive Board.
3. Money collected from fines will go toward paying the Social Responsibility Committee (SRC).
4. All judicial cases and outcomes will be anonymously reported at weekly IFC, MGLC, and PHC Meetings.
5. If a chapter hires a caterer and fails to cooperate with the caterer's policy, that chapter will be expected to reimburse the caterer for his/her expenses.

2.8 LOCAL AND NYS LAWS & UNIVERSITY POLICY

1. For each independent chapter's information, organizations should be aware of the local ordinances, NYS law, and University Policy.
 - a. New York State
Selling or giving alcohol to an individual less than 21 years of age (by a person other than parent or guardian) is a Class B misdemeanor, punishable by imprisonment for up to three months and/or a fine.
 - b. Sale of alcohol and food
 1. If beer is to be sold, you must hire a licensed catering service to cater the function and provide the alcohol for the event. The Alcohol Beverage Control Board legally defines the selling of alcohol beverages as: the charging of an entry fee, donations, cover charges, the purchase of other products for admittance, or the coordinated purchase of alcohol by an organization.
 2. Only state licensed catering services can provide liquor for sale.
 3. Sale of food at a "one-time event" where no alcohol is served, held at your house, requires no permit. If food is to be served on campus, contact Dining Services.
 - c. Open Container Law
It is illegal to transport (walk, drive, or carry) alcoholic beverages in an open container or consume alcohol in or upon any public sidewalk, street, highway, parking lot or public park within the City of Ithaca or the Village of Cayuga Heights.
 - d. Noise Permit
Indoor or outdoor amplified music that is considered unreasonable from a distance of 25 feet from the premises requires a noise permit from the City of Ithaca Mayor's office at 108 East Green St., (607) 274-6501 (downloaded online from <http://dos.cornell.edu/cms/activities/resources/upload/NoisePermit.pdf>).

2. University Policy

- a. It has been Cornell University policy that the University recognition of fraternities and sororities is based upon chapter's complying with local, state, University, and Inter/national policies. Fraternities and sororities are bound to the conditions of recognition and are responsible for events hosted in their facility.

Per the Recognition Policy, Cornell University requires that chapters are in compliance with all applicable facility codes and all local and state codes and regulations regarding housing.

- b. Chapters not in compliance with local, state and University codes will not be permitted to host social events in their facilities and may be subject to loss of recognition as a chapter at Cornell University.
- c. The University will take whatever action it deems appropriate, including revoking a chapter's status of recognition for violations of local, state, and University policy for inappropriate conduct occurring on or off chapter property.
- d. Medical Amnesty Protocol
<http://www.gannett.cornell.edu/campushealth/AOD/MAP.html>

The Medical Amnesty Protocol (MAP) is part of Cornell's comprehensive approach to reducing the harmful consequences caused by the consumption of alcohol. The MAP represents the University's commitment to increasing the likelihood that community members will call for medical assistance when faced with an alcohol-related emergency. To achieve these aims, the MAP provides that discretion will be exercised, as permitted under Cornell's Campus Code of Conduct (Code), as follows:

Person in Need of Medical Attention

If an individual who receives emergency medical attention related to his or her consumption of alcohol completes a required follow-up at Gannett*, he or she will not be subject to judicial action should the following Code violations occur at the time of the emergency:

- Underage possession of alcohol
- Disorderly conduct

The individual receiving amnesty will not be required to meet with the Judicial Administrator, will not be required to pay for Gannett's required follow-up service, and will receive a warning rather than a written reprimand. A person in need of medical attention is eligible for medical amnesty on more than one occasion.

Caller

An individual who calls for emergency assistance on behalf of a person experiencing an alcohol-related emergency will not be subject to judicial action for the following Code violations in relation to the incident:

- Underage possession of alcohol
- Provision of alcohol to an underage person
- Disorderly conduct



Organization

A representative of an organization hosting an event is expected to promptly call for medical assistance in an alcohol-related emergency. This act of responsibility will mitigate the judicial consequences against the organization resulting from Code violations that may have occurred at the time of the incident (described below). Likewise, failure to call for medical assistance in an alcohol-related emergency will be considered an "aggravating circumstance" and may affect the judicial resolution against the organization if Code violations may have occurred.

Medical Amnesty Protocol (MAP) for Fraternity and Sorority Event Management

A. Registered Events:

1. Entire organization will receive amnesty as described under "Caller" description (only with respect to the person in need of medical attention).
2. Amnesty from mandatory Social Probation.
3. Management of party will be assessed separately from the incident as follows:
 - a. Adherence to event management guidelines
 - b. Reasonable adherence to event management guidelines
 - c. No adherence to event management guidelines
 - d. Outcome of judicial board's assessment of the management of the party may result in the following:
 - i. No penalty
 - ii. Community service
 - iii. Educational sanction
 - iv. Any combination of the above as deemed appropriate

B. Unregistered Events:

1. Entire organization will receive amnesty as described under "Caller" description (only with respect to the person in need of medical attention).
2. Sanctions will be based on a case-by-case basis to be determined by the Judicial Board.