

IFC & PHA Alcohol Management & Social Event Monitoring (SEM) Policy

Updated June 2024

This policy is written with the intent to stress safety, liability, and the mature management of alcohol at social events and within the IFC and PHA communities while following all of the chapter's national policies and university regulations. Any chapters found to violate these rules will be referred to the IFC & PHA Joint Judicial Board. In addition, the chapter's inter/national headquarters may be notified.

It is the chapter's responsibility to ensure all members and guests will abide by Federal, State, and local laws, University of Maryland regulations (such as the Code of Student Conduct), and their respective inter/national chapter policies, (regardless of location).

I. Registered Social Events

A list of definitions of frequently used terminology can be found in Appendix A.

A. Eligibility

1. Only chapters with permission from their inter/national headquarters, as required by the chapter's inter/national headquarters, may co-sponsor or host a registered social event. Evidence of co-sponsorship may include, but is not limited to:
 - a. Written and/or verbal acknowledgment or encouragement of the event to be attended as a chapter. Examples include but are not limited to, verbal announcements during chapter meetings, signs within the respective chapter, e-mails, messages on social media, text messages, etc.
 - b. T-shirts, glasses, signs, etc., with chapter names printed
 - c. Financial support of any kind, even if the financial support is not used to purchase alcohol.
2. Registered Events are not allowed during the council-designated recruitment periods of each semester.
3. The last day to host a registered event is the last day of classes each semester.
4. The host chapter(s) must have completed alcohol and sexual assault prevention training for the current new member class before hosting a registered event.
5. At least a week before hosting its first registered event each semester, each chapter's president, risk manager, and social chair must meet with the IFC VP of Risk Management or PHA VP of Risk Management to complete training on the SEM Policy and have turned in a signed Social Responsibility Contract (located in Appendix B).
6. Registered Events may occur on Fridays and Saturdays at any time between 3:00 pm and 2:00 am, lasting no more than four hours.
 - a. Exceptions: Submit a Social Event Registration Form and send an email request with appropriate rationale and plans for event management to the respective council advisor and copy the IFC VP of Risk Management and PHA VP of Risk Management at least one week in advance.
 - b. Only chapter(s) with a GPA above the All Men's Average GPA or All Women's Average GPA respectively will be approved for events on days other than Fridays and Saturdays.
 - c. If the event is co-sponsored between multiple chapters, both chapters must jointly send the request. Only two chapters may co-sponsor an event.

B. Process For Planning and Hosting a Registered Event

1. To register an event, the host chapter(s) is responsible for submitting the Social Event Registration Form online, which can be found on the IFC and PHA websites.

- a. All registered events must be registered at least one week before the event unless there is a special exception from the DFSL advising team (see exception process above).
2. Following the event submission, IFC and PHA VPs of Risk Management reach out to the graduate event monitors to find a sitter for the date and confirm the registered event with the chapter before the event.
 - a. IFC and PHA VPs of Risk Management will notify the Risk Management Graduate Assistant who in turn will notify other DFSL staff members of the event. The Risk Management Graduate Assistant will be notified of all events for the weekend by Tuesday morning each week. No events can be approved after this time.
3. Host chapter(s) must hire a bouncer who is at least 18 years of age and has never been a member of a fraternity or sorority at the University of Maryland to check IDs at the entrance. The bouncer must mark attendees under the age of 21 and ensure guests are checking in via the approved method.
4. Each host chapter must have at least two sober monitors for each event, and one of them must be an executive board officer.
 - a. One monitor must be at the entrance at all times checking in guests. The other monitor should be walking around and monitoring the event. New members are not eligible to be sober monitors.
 - b. The SEM sitter must be present while checking in guests.
5. Each host chapter must be listed as a cosponsor on the Social Event Registration Form, and provide sober monitors for the event.
 - a. No more than two chapters may host an event at one location unless approved by IFC, PHA, and DFSL.
6. If the event will be outside, the host chapter(s) are responsible for setting up exterior fencing that limits entrance and exit to one location.
7. Events shall all follow the IFC/PHA BYOB Policy (Appendix D) as well as the inter/national policies of all chapters involved.

C. Registered Event Regulations

1. There must be only one entrance/exit point in use. All other entrances/exits must be clearly marked, but not covered or blocked per the fire code.
 - a. All exits not in use must be labeled “Emergency Exit Only.”
 - b. All exits must be easily accessible, even when not in use.
2. All guests must have received an invitation from members (new or initiated) of the host chapter(s). Chapters should hold members responsible for whom they invite.
3. Registered parties must not exceed the structure’s maximum capacity as designated by fire code restrictions and/or any relevant city, state, and federal regulations. It is the host chapter(s) responsibility to ensure this information has been received from the Fire Marshal.
4. Host chapter(s) may use their own guest management system but must gain approval from the IFC VP of Risk Management or PHA VP Risk Management and DFSL through the online registration process. See Section II for approved methods of ensuring a proper guest list process.
5. A full list of major and minor infractions for registered events can be found in Appendix C.
6. The SEM Committee has the authority to shut down an event at its discretion if it feels the event is no longer following the spirit of the SEM policy.

II. Operations and Logistics

A. General Logistics

1. SEM dues must be received by the IFC VP of Risk Management or PHA VP of Risk Management one week before the registered event, otherwise, the event will be canceled. SEM dues are:

- a. \$90 per registered event (SEM fee can be split between host chapters).
2. The IFC VP of Risk Management and PHA VP of Risk Management will work with the chapter to communicate with any outside agencies that may need to be contacted about the event (ex. UMD Police, City of College Park (amplified sound), etc.).

B. SEM Committee Operation

1. The IFC VP of Risk Management and PHA VP of Risk Management coordinate the SEM committee with assistance from DFSL staff (Advisor or Graduate Assistant).
2. The SEM Committee is composed of one social event monitor and a rotating order of an IFC executive board member and a PHA executive board member who act as chapter liaisons.
 - a. Social event monitors will be graduate students at the University of Maryland hired by the IFC VP Risk Management and PHA VP Risk Management.
 - b. They will be paid \$60 per registered social event and \$30 per Judicial Board appearance.
3. Social event monitors must be trained before their first event. SEM Training will be conducted by the IFC and PHA Vice Presidents of Risk Management and will include SEM policy training, mock SEM walkthroughs, and discussions of how to monitor social events. Training will be reviewed each year by the Risk Management Graduate Advisor.
4. The IFC or PHA VP Risk Management, or designee, will do an initial walkthrough with the chapter on the day of the event to make sure everything is set up in accordance with the policy. They will contact the Graduate Event Monitor to confirm that they will still be present during the event and to share the contact information for the host chapter(s).
5. The Graduate Event Monitor will arrive 15 minutes before the event start time and will remain for the duration of the social event. The sitter is required to perform two walkthroughs of the event to enforce this policy. The role of the Graduate Event Monitor is to ensure that:
 - a. All entrance/exit regulations are being followed
 - b. The event remains closed
 - c. The BYOB system is being followed
 - d. The bouncer is checking IDs properly
 - e. Maximum fire code capacities are not being violated
 - f. The host chapter(s) is supported in hosting the event and understands the policies/risk management procedure.

The Graduate Event Monitor will use Appendix C to report any infractions.

6. The SEM Committee, referenced earlier, will walkthrough each registered event starting at 10:30 PM and at a 12:30 AM.
 - a. If the event is not during a usual time, the IFC and PHA VPs of Risk Management are responsible for coordinating with the SEM Committee. Depending on the length of the event, at least one walkthrough must be completed in addition to the initial walkthrough.
7. The committee will conduct a walkthrough of each registered social event that is occurring that night. They should identify themselves at the door and be escorted through the event by a sober monitor from the host chapter(s).
8. The committee will document any findings they determine are not in compliance with the SEM Policy.
 - a. Minor infractions may be fixed before the next walkthrough; major infractions require an immediate shutdown of the event.
 - b. Within 24 hours after the registered event, the SEM committee should submit the SEM Infraction Checklist (Appendix C) to the IFC and PHA VPs of Risk Management.
9. At the end of an event, the graduate event monitor will submit the signed SEM Infraction Checklist (Appendix C) to either the IFC or PHA VP Risk Management as confirmation of their presence throughout the entire event.

10. If any unregistered events are found in a chapter house, respondents should immediately attempt to shut down the event and report it to the DFSL Duty Phone (240-432-6053). The staff member on duty will document the IFC and PHA VPs of Risk Management, who will help guide the committee to file a report through the Post-Event Documentation Form (located in the Social Judicial Policy).

C. Procedure for Missing Members of the SEM Committee

1. If SEM Committee Members are Missing:

- a. Call the person (whether an IFC or PHA executive board member or Graduate Event Monitor) to find out if they are on their way.
 - i. If no answer, leave a message and wait five minutes. Contact the IFC or the PHA VP Risk Management to let them know.
 - ii. If more than one member of the SEM Committee does not show up, all registered events must be canceled.
 - iii. If the Graduate Event Monitor is missing, the event must be canceled.
- b. Complete the walkthrough.
- c. If the person never contacts the SEM Committee, send an email to the following people explaining the situation:
 - i. Risk Management Graduate Assistant
 - ii. IFC VP Risk Management
 - iii. PHA VP Risk Management
 - iv. IFC Advisor/PHA Advisor (if it is a council officer that misses)
- d. The IFC and PHA VPs of Risk Management, in collaboration with the Risk Management Graduate Assistant, will follow up with the missing person via email within 48 hours. The missing person has the opportunity to explain before appropriate action is taken.
- e. If there is going to be a change to the registered events for the night, it must be approved by a DFSL staff member. The Risk Management Graduate Assistant is the first point of contact. If they are not available, contact the IFC Advisor. If they are not available, contact the PHA Advisor. If they are not available, contact the Ass. Director. If they are not available, contact the Director.

2. If a Sitter is Missing:

- a. The chapter should contact the IFC or PHA VP of Risk Management. If they do not respond, they should contact the Risk Management Graduate Assistant or the IFC/PHA Advisor.
- b. The IFC or the PHA VP of Risk Management will contact the scheduled sitter. If they do not answer or are unavailable, they will contact the other graduate walkers to locate a substitute.
- c. If the IFC VP of Risk Management or the PHA VP of Risk Management are unable to find a substitute, the event will be canceled.

D. Acceptable Alcohol Distribution Options

1. Hole Punch / Tear-Tab Wristband

- a. Each of-age guest is provided with a wristband as they enter the event that signifies they are of the legal drinking age.
- b. Every of-age guest who brings beverages for themselves will carry their drinks to the designated bar area.
- c. Every time a guest receives a drink from the bartenders, a hole is punched in their wristband or a tab is torn off the wristband.
- d. Once 8 holes are punched into a guest's wristband, they are no longer allowed to receive drinks. Similarly, if all 8 tabs on a guest's wristband are torn off, they are no longer allowed to receive drinks.

2. *Third-Party Vendor*

- a. Host chapter(s) may hire a third-party vendor to dispense alcohol at the event.
- b. The event can be hosted at a third-party location, and business can be conducted there, or the third-party vendor can come into the facility and serve alcohol. The third-party vendor must be cleared by IFC, PHA, and DFSL.
- c. If a third-party vendor is hired, it becomes the vendor's responsibility to ID all guests and charge the guests accordingly.

E. Acceptable Guest Management Options

1. *Invitation List*

- a. Create a list with the names of all invited guests for the event.
- b. Be sure that all members understand that they have a limited amount of invitations to send out (5 invitations per member).
- c. The list must be available at the door and names of guests must be crossed off or marked upon their arrival.
- d. Chapters are encouraged to also record the departure time of guests.

2. *Sign-In Sheet*

- a. Have a sheet at the entrance where guests can sign in as they arrive.
- b. Upon arrival, guests must print their name, the time they arrived, and the member who invited them.
- c. If guests leave before the end of the event, they are encouraged to write the time of their departure.
- d. The sober monitor at the entrance must make sure that the event does not exceed capacity per the fire code.

F. Acceptable Educational Programs:

1. Acceptable alcohol education programs will consist of education on the safe and responsible consumption of alcohol. Programs not listed below must be approved by the IFC or PHA VP of Risk Management to meet this requirement.
 - a. AlcoholEdu
 - b. Specific mandatory training from inter/national organizations centered around alcohol consumption.
 - c. The Department of Fraternity and Sorority Life approved alcohol or drug programs through chapter expectations.
2. Acceptable sexual assault prevention programs include:
 - a. Presentations from CARE (Campus Advocates Respond and Educate to Stop Violence).
 - b. Specific mandatory training from national organizations centered around sexual assault prevention.
 - c. Department of Fraternity and Sorority Life approved sexual assault prevention programs through chapter expectations.

III. "24/7" Fraternity and Sorority Life Regulations

The following regulations apply to all on and off-campus fraternity and sorority chapter facilities and chapter events and are to be enforced at all times of the day, every day of the year, regardless of the number of people present, unless an exception has been expressly granted by the University or the Department of Fraternity and Sorority Life.

- A. Common containers of alcohol, including any type of keg, punch bowl, party ball, funnel, etc., are prohibited.
- B. No alcohol may be purchased through the chapter treasury nor may any collection of funds, including "slush funds," passing the hat, bank accounts, etc. be coordinated on behalf of the chapter and/or guests to purchase alcohol.

- C. Except in the case of a registered event following proper bar regulations, no alcohol is to be distributed within the house and its surrounding areas to any guests.
- D. Drinking games of any type are prohibited. 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 which involves duress or encouragement related to the consumption of alcohol.
- E. Each individual who enters a chapter house should be responsible for following all laws and policies. We strongly encourage all of-age individuals to drink responsibly. If any individuals become sick or overly intoxicated, regardless of reason, it is the chapter's responsibility to handle the situation appropriately and seek medical attention for their guests.
- F. The possession, sale, or use of any illegal drugs or controlled substances while on chapter premises or during a chapter event (or at any event that an observer would associate with the chapter) is strictly prohibited.
- G. No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern is defined as an establishment generating more than half of annual gross sales from alcohol).
- H. Alcohol may only be present at philanthropy events if it is distributed by a third-party vendor, and the chapter is not generating fundraising off the sale of alcohol. Although some national organizations may allow chapters to host philanthropy events with alcohol, we strongly discourage this practice.
- I. All recruitment or rush activities associated with any chapter will be substance-free. 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.
- J. The employment or use of strippers, exotic dancers, or similar, whether professional or amateur, at a chapter event as defined in this policy is prohibited.

IV. Registering Alumni & Parent/Family Events in Chapter Facilities

The following regulations apply to fraternity or sorority alumni and parent/family programs occurring in chapter facilities where alcohol will be present/served.

A. Eligibility

1. Alumni Associations or House Corporations must take responsibility and assume liability for hosting and planning these types of events. Therefore, in order for the request to be approved, the department must review and approve a written proposal from the alumni group responsible for hosting the event. The Event Request form can be found in Appendix D.
 - a. The written proposal must be sent to the Assistant Director of DFSL no less than 2 weeks before the event and must include a statement of acceptance of liability for the event from the Alumni Association or House Corporation.
 - i. Although this proposal can be completed in conjunction with the undergraduate chapter, the proposal must be received from the Alumni Association or House Corporation directly.
2. These events must be closed events to alumni, parents/family members, chapter members, and their significant others. Attendance should be through an invitation list maintained by alumni and chapter officers.
3. The undergraduate chapter must be in good standing at the time of each event; if not, the event would not be allowed to include undergraduate chapter members.

B. Alumni & Parent/Family Event Regulations

1. Events should follow the BYOB Policy for both alumni/families and undergraduate members of the chapter.

- a. During a “BYOB” event, individuals who choose to bring their own alcoholic beverages are limited only to beer and wine products, are solely responsible for their disposition, and individually assume all liability associated with their choice.
- b. No alcohol higher than 12% ABV can be served or consumed.
- c. Each individual of legal drinking age is allowed to bring either:
 - i. Beer/hard seltzers in non-glass containers, no higher than 12% ABV and no larger than 12 oz.
 1. This applies to all alcoholic seltzers including, but not limited to, Truly, Whiteclaw, and Natural Light seltzer brands.
 - ii. Non-glass containers of wine no higher than 12% ABV and no larger than 8 oz.
 - iii. Other drinks in non-glass containers with no higher than 8% ABV and no larger than 12 oz such as hard kombucha, limearitas, etc.
2. Advisors or House Corporation Board Members (and alumni attendees) will monitor underage drinking. Everyone under 21 shall be told individually not to consume alcohol.
3. Events generally last no longer than 5 hours and must be complete by midnight.
4. The focus of these events must be on fellowship and camaraderie, not on alcohol consumption. Food and non-alcoholic beverages must be available throughout all events.
5. If utilizing a third-party vendor, the alumni, not the undergraduate brothers, have to contract with the licensed and insured third-party vendor.
6. Alumni should work closely with the undergraduates to monitor each event throughout its duration, ensuring alcohol is consumed responsibly.
7. Outdoor, amplified sound must comply with the codes of the City of College Park.
8. The chapter is not allowed to register an SEM Event on the same night as any alumni/family event.
9. All events must follow the 24/7 Guidelines (Section III).
10. The undergraduate chapter will be held responsible by the IFC & PHA Joint Judicial Board for any acts originated by one of its members/guests.

Appendix A: Definitions

- A. Host Chapter: Any recognized fraternity or sorority chapter that has planned, sponsored, hosted, or promoted any event or has submitted a Social Event Registration Form (see Section II.B for the registration process).
- B. Event: A gathering in any area of a chapter house where there are more than eight guests and alcohol consumption appears to be the primary purpose, as determined by the Social Event Monitors (SEM).
- C. Common Area: any part of the chapter house that does not serve as a bedroom or private bathroom for residents. Includes foyers, stairs, basements, chapter rooms, lounges, hallways, etc.
- D. Planned: Premeditated.
- E. Sponsored: Paid for, planned, and/or carried out.
- F. Hosted: The physical location where the event is held or a chapter has planned and support an event.
- G. Promoted: To help bring into being through the means of advertising and/or publicity.
- H. Chapter Member: Undergraduate active or new member.
- I. Guest: a person who is not a member or new member of the host chapter.
- J. Hard Alcohol: Hard alcohol is any beverage containing over 15% alcohol by volume (ABV) (higher than all beer and wine, lower than all liqueurs/liquors)
- K. Social Moratorium: No in-house or out-of-house social events, including dated parties, formals, or any other chapter-organized social function with alcohol. May be imposed for failure to conform to the requirements of this policy.
- L. Chapter House: on-campus and off-campus residences zoned as fraternity or sorority housing by the City of College Park and occupied by a Greek organization.
- M. Drinking Games: Any activity where alcohol consumption is the primary purpose of the game. Examples include, but are not limited to, beer pong; flip cup; quarters; power hour; liquid golf; card games; etc.
- N. Social Event Monitors: see Section III for definition.
- O. Social Event Monitoring (SEM) Committee: the group conducting the SEM shift including the hired graduate monitors and the IFC/PHA executive board liaisons.

Appendix C: SEM Infraction Checklist:

Date:

Location:

Graduate Event Monitor:

IFC Executive:

Host Chapters:

PHA Executive:

<i>Regulation</i>	1st Check Time: _____	2nd Check Time: _____	3rd check Time: _____
Major Infractions			
Underage drinking			
Over fire capacity			
No Invitation List/Sign-in Sheet			
Event occurring outside of designated times/dates			
Bouncer not performing his/her duties			
More than one entrance/exit being utilized regularly			
Drinking Games			
Non-BYOB/ Third - Party Vendor system			
Common containers present for serving alcohol			
Hard alcohol present			
Untrained Bartender(s)			
Unregistered social event			
Other major infractions as determined by SEM			
Violation of 24/7 policies			
<u>Minor Infractions</u>			
Not enough non-alcoholic food and beverages located in the main party area			
Common containers for distributing non-alcoholic beverages			

Signatures of sober officers (to be signed at last check or when the party is over)

Date: _____

Date: _____

Appendix D: BYOB Policy

This policy is adopted for official events with alcohol hosted by member organizations of the IFC and PHA. It is the responsibility of the member chapters to ensure their members are also following the chapter's national policies and BYOB regulations at all times during events.

The following regulations will be in place for any and all BYOB events.

1. Illegal possession, consumption, or distribution of alcohol will not be permitted
 - a. Remember: All federal, state, and local laws apply. Underage drinking is against federal and state laws.
 - a. It is not the responsibility of the IFC and PHA to control or regulate alcoholic beverage consumption. While the IFC, PHA, and each chapter will monitor consumption for the safety of all parties involved, similar to the protective role of the police, and public safety each person consuming alcohol must follow guidelines set herein (alcoholic beverages per person limit, must be 21+ to consume, no communal alcohol, no drinking games, etc.).
 - b. Individuals are responsible for and expected to follow all federal, state, and local laws, as well as campus and inter/national chapter policies.
2. During a "BYOB" event, individuals who choose to bring their own alcoholic beverages are limited only to beer and wine products, are solely responsible for their disposition, and individually assume all liability associated with their choice.
3. Each individual of legal drinking age is allowed to bring either:
 - a. Beer/hard seltzers in non-glass containers, no higher than 12% ABV and no larger than 12 oz (no more than 8 per person).
 - i. This applies to all alcoholic seltzers including, but not limited to, Truly, Whiteclaw, and Natural Light seltzer brands.
 - b. Non-glass containers of wine no higher than 12% ABV and no larger than 8 oz (no more than 4 per person).
 - c. Other drinks in non-glass containers with no higher than 8% ABV and no larger than 12 oz such as hard kombucha, limearitas, etc. (no more than four per person).
4. Hard alcohol (defined as beverages with over 15% ABV) is not permitted.
5. Attendees cannot bring multiple types of alcohol into the event.
6. The individual must take their alcoholic beverages to the bar immediately after arrival, where they will be stored for the remainder of the event.
7. At no time should any chapter purchase, transport, or distribute alcoholic beverages. These guidelines are in accordance with our Alcohol Management and Social Events Monitoring Policies (SEM and each chapter's inter/national policies). Chapters may not organize to provide alcohol for each of their members to bring in individually.
8. Individuals will not be permitted to enter with unsealed alcoholic beverages.
9. The use of common containers, such as kegs, party balls, large containers of drinks, beer tubs, and trash cans of beer is strictly prohibited.
10. If a member or guest becomes ill or sick, whether alcohol-related or not, the chapter should take all reasonable efforts to provide help and to call for help when appropriate.
11. A minimum of 2 people who are at least 18 years of age (either from the host chapter(s) or hired externally) per bar must be designated bartenders and serve alcohol behind the bar(s); these are the only people who may serve alcohol at this event. New members are not allowed to be bartenders.
 - a. Bartenders must not distribute alcohol to anyone under the legal drinking age.
 - b. Bartenders must not have consumed any alcohol or other impairing substances.
 - c. Bartenders must be trained in some sort of responsible service, sale, and consumption of alcohol training. TIPS training is an excellent example, but other training may be accepted as well.

12. The number of bars at the event must be in accordance with the size of the event. This typically equates to one bar per floor. i.e. one bar in the basement and one bar on the first floor.
13. The host chapter(s) must have food and non-alcoholic beverages that will be presented in a visible and easily accessible location.
 - a. Food and non-alcoholic beverages must be present in quantities to allow all attendees choosing to drink to do so responsibly.
 - i. For example, one method of providing adequate drinks is to provide enough cups for guests and provide access to the soda machine.
 - b. All food and drink (and the associated quantities) will be approved by the IFC or PHA VPs of Risk Management during the pre-event walkthrough to ensure chapters have time to make adjustments as necessary.
14. Alcohol distribution must cease at least 30 minutes prior to the end of the event.
15. No alcohol may be consumed outside the event's physical boundaries as roped off by members of the host organization.

Appendix D: Proposal Template for Alumni & Parent/Family Events in Chapter Facilities

Current Date:		Date of Planned Event:	
Name of Event:		Chapter:	
Primary Contact (not an undergraduate member):		Email/Phone Number:	
Brief Description of Event (Purpose, Sponsors, etc.):			
Sponsor:	<input type="checkbox"/> Undergraduates (Must be registered through SEM Policy) <input type="checkbox"/> Alumni Association or House Corporation		
Audience (Estimated number of attendees and who will be attending, e.g., alumni, parents, etc.):			
Will there be food? (Food cannot be sold unless through a licensed vendor or with a permit from Prince Georges County. Please attach support documentation).			
Will there be alcohol? (MUST be cleared by DFSL in advance. Document full plan including third-party vendor, SEM registration, BYOB plan, etc.)			
Will there be amplified sound and/or music? (Exceptions to amplified sound restrictions must be granted by UMPD)			
<p>Alumni Associations or House Corporations must take responsibility and assume liability for hosting and planning these types of events. Therefore, for the request to be approved, the department must review and approve a written proposal from the alumni group responsible for hosting the event. Please send this event proposal request to Stephanie Patterson, Assistant Director of Housing (spatter2@umd.edu), and Tyler Huddleston, Assistant Director of Advising and Programming (thuddles@umd.edu) no less than 14 days before your event. The request must come from a member of the Alumni Association or House Corporation.</p> <p>By submitting this proposal you are indicating that the Alumni Association or House Corporation will be accepting liability for the event and plan to follow all policies outlined for the type of event requested.</p>			