

# **BAYOU OAKS TOWNHOUSE**

## **EVENT POLICY**

Effective: 10-1-2020

- I. Indoor Social Events/Parties:
1. All Bayou Oaks townhouse social events/parties must be registered and must comply with any applicable federal, state, and local laws as well as any applicable University policies.
    - a. Social events/parties must be registered with the Fraternity/Sorority Housing Coordinator at least 15 business days in advance of the proposed event through the Bayou Oaks Social Event Registration Process.
      - Organizations carrying a past due balance with Student Housing and Residential Life at least 15 business days prior to their anticipated event will be ineligible to host said event.
    - b. Hosting organization is responsible for all planning, management and oversight; including the safety and security of the event.
    - c. Event security, managed by UHPD, will be required for all registered social events with alcohol for a minimum of 5 hours. Security will not be responsible for the safety and security inside of the event unless emergency circumstances arise. Security officers will be arranged through Special Event Request within the Bayou Oaks Social Event Registration.
    - d. Social events/parties registered in the Bayou Oaks townhomes are permitted on Thursdays, Fridays, and Saturdays only.
    - e. Registered social events/parties are not permitted when the University is closed, during inter-session time periods, and during the following time periods:
      - The first full week of the academic year (until the
      - Monday of the second week of each semester)
      - Winter break
      - Spring break
      - Move-in/out days
      - Final exam periods
      - Frontier Fiesta
    - f. No more than four (4) social events/parties hosted within the townhouse will be approved for any evening.
    - g. Registration of social events/parties will be reviewed on a first come, first served basis.
    - h. The maximum attendance permitted for events or activities taking place in the Bayou Oaks townhomes is as follows: 85 persons for a 13-occupant townhome, 95 persons for a 15-occupant townhome, and 115 persons for a 21-occupant townhome.

## II. Off-Campus Social Events/Parties

1. The following regulations apply to events hosted off-campus that necessitate bus/coach transportation:
  - a. Bus/coach pickup and delivery must be registered with the Fraternity/Sorority Housing Coordinator at least fifteen (15) business days in advance of the proposed event through the Off-Campus Social Event Bus Transportation process.
  - b. No more than four (4) registered bus/coach events will be allowed each evening
  - c. Registration of Alcoholic Beverage Distribution forms will not be approved for the purposes of “pre-partying”, “after-partying” or consumption of alcohol prior to a scheduled off-campus social event. Townhomes are to be used as a pick-up/drop-off location only.

## III. Outdoor Events or Activities:

1. Reservations for outdoor space located in the Bayou Oaks housing complex must be made with the Bayou Oaks Management and must comply with all applicable University policies.
  - a. The grounds of Bayou Oaks may be reserved per the Freedom of Expression Policy, MAPP 13.01.01.
  - b. Outdoor events or activities that include amplified sound must be registered with the Bayou Oaks Management and may occur between the hours of 11:30 a.m. to 1:30 p.m. and from 4 p.m. to 12 a.m. Monday through Friday and between the hours of 8 a.m. and 12 a.m. on non-class days. The maximum allowed decibels is 70, measured at 50 feet from the source.
  - c. Events which include the possession, consumption, or distribution of alcoholic beverages must be registered with the Dean of Students Office at least fifteen (15) business days in advance.
    - Organizations carrying a past due balance with Student Housing and Residential Life at least 15 business days prior to their anticipated event will be ineligible to host said event.
  - d. Outdoor events or activities that include the possession, consumption, or distribution of alcoholic beverages must comply with applicable federal, state, and local laws.
  - e. The distribution of alcoholic beverages at registered outdoor events or activities at Bayou Oaks must comply with the “Distribution of Alcoholic Beverages” in the UH Student Handbook.
  - f. The University of Houston Police Department (UHPD) must be contacted to provide security at events where alcohol is served or where the attendance is expected to exceed 300. Police/Security needs will be determined by UHPD on an as needed basis utilizing anticipated

- attendance and previous organization behavioral history.
- g. The maximum attendance for events held in both outdoor courtyards at Bayou Oaks is 600 participants when the events do not include staging, dancing, and/or inflatables and 300 participants for events that include staging, dancing, and/or inflatables as allowed by Fire Marshall's Office.

#### IV. Alcohol Policy:

1. All residents of the Bayou Oaks townhomes and their guests are required to comply with federal, state, and local laws regarding the possession, distribution, or consumption of alcoholic beverages. Residents and their guests must comply with the following:
  - a. All residents and guests must be 21 years of age to purchase, possess, and consume alcoholic beverages.
  - b. No resident or guest may make alcoholic beverages available to anyone under the age of 21.
  - c. No resident or guest may falsely state that they are 21 years of age or present any document which falsely indicates that they are 21 years of age or older to a person selling or serving alcoholic beverages.
  - d. No resident or guest may appear in public under the influence of alcohol to the degree that they endanger themselves or others.
  - e. No resident or guest may operate a motor vehicle in public if they are intoxicated.
  - f. The sale of any type of alcoholic beverage is prohibited unless the seller possesses a valid license or permit. Selling includes, but is not limited to, including the price of alcoholic beverages in an admission price and/or giving away alcoholic beverages while charging for food or entertainment.
  - g. Individuals/groups that violate federal, state, and local laws regarding the possession, distribution, or consumption of alcoholic beverages may be subject to criminal prosecution.

#### V. Alcohol Distribution:

1. Social events/parties which involve the consumption or distribution of alcoholic beverages held inside the Bayou Oaks townhomes must comply with the following:
  - a. The distribution of alcoholic beverages in the Bayou Oaks townhomes must comply with the University of Houston "Distribution of Alcoholic Beverages" policy published in the UH Student Handbook.
  - b. The event sponsor must obtain an approved Registration of Alcoholic Beverage Distribution Form from the Dean of Students Office at least

fifteen (15) business days in advance of the proposed event. A copy of the signed alcoholic beverage registration form must be available at the event as proof that registration was made.

- c. Persons distributing and/or consuming alcoholic beverages must be 21 years of age or older.
- d. Persons distributing alcohol must check a valid driver's license or Texas ID for proof of age and identify legal age residents by the use of a hand stamp or wristband.
- e. Hosting organization must post a sign at the point of distribution indicating, "No alcoholic beverages may be consumed by anyone under the age of 21."
- f. Hosting organization must have nonalcoholic beverages available and displayed throughout the event as prominently as the alcoholic beverages. If the alcoholic beverages are being distributed free, a nonalcoholic beverage other than water must be available at no charge.
- g. Events/parties which involve the consumption or distribution of alcoholic beverages must end no later than 1:00a.m. Hosting organization must stop serving alcoholic beverages one hour before the event's scheduled conclusion or at 12:00a.m. (midnight), whichever is the earlier time.
- h. Hosting organization must cease serving alcoholic beverages to any person who appears to be under the influence of alcohol or any other intoxicating substance, to the degree that he or she may endanger him/herself or another.
- i. Hosting organization must take other appropriate steps to encourage the responsible use of alcoholic beverages at their event.
- j. Hosting organization must provide food items in sufficient amounts for the number of persons attending the function.
- k. The consumption, possession, or distribution of alcoholic beverages in Bayou Oaks townhomes must comply with the fraternity's/sorority's national alcohol policy.

#### VI. Other Behavior Policies:

- 1. All residents of Bayou Oaks are subject to the stipulations set forth in the Student Housing and Residential Life Service Agreement.
- 2. All residents and chapter members are subject to the stipulations set forth in the Bayou Oaks Master License Agreement.
- 3. All residents of Bayou Oaks are subject to the behavioral expectations set forth in the UH Student Code of Conduct.
- 4. All groups hosting events/parties are required to comply with the risk management policies established by the Fraternal Information and Programming Group (FIPG) which can be found at the FIPG webpage: <http://www.fipg.org/>
- 5. A guest list is required for all Bayou Oaks townhouse events at which alcohol is present (see Appendix A: Bayou Oaks Townhouse Guest List Process).

## Appendix A

### Bayou Oaks Townhouse Guest List Process

1. Guest lists for Bayou Oaks will be used for registered events involving alcohol. These events include, but are not limited to, registered events at Bayou Oaks, date parties, formals, and off campus events.
2. For guest list submissions are to be submitted at least five (5) business days in advance via the Get Involved platform at: <https://uh.collegiatelink.net/form/start/92293>.
3. Every guest must have a valid state issued identification card to gain entry.
4. Chapters must have the printed guest list available prior to Fraternity/Sorority Housing Coordinator checking the event one (1) hour prior to start time.
5. Chapters must submit the guest list from an individual event within one (1) business day to the Fraternity/Sorority Housing Coordinator.
6. Failure to submit completed attendance list within one (1) business day will result in the loss of registered social event privileges with alcohol for a month from the date of the originally scheduled registered event.

### Guests List Requirements

1. Students will submit a list of those attending their event no later than five (5) business days in advance of the individual event date.
2. If chapters fail to provide Guest List by due date, event will be rejected.
3. Information on the Guest List students will upload to the 'Get Involved' form will include:
  - a. Full name
  - b. PeopleSoft ID number, if applicable
  - c. Fraternity/Sorority Affiliation, if applicable
  - d. Date of birth
  - e. Responsible Party/Chapter Member
4. Wristbands are required to signify if they are over the age of 21 or under the age of 21.

### Bayou Oaks Event Incidents

1. If chapters are in violations of the Student Code of Conduct, the Resident Assistants on call will complete an Incident Report and submit it to the Fraternity/Sorority Housing Coordinator, Residence Life Coordinator, and the Dean of Students Office.