

# Fraternity & Sorority Life Resource Manual

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**Angel Narvaez-Lugo**

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## Important City Contact Information

University Police  
205-348-5454

Tuscaloosa Police  
205-349-2121

DCH Regional Medical Center  
205-759-7111

Tuscaloosa SAFE Center  
205-860-SAFE (7233)

## Important Organization Phone Numbers

Position	Name	Phone Number
Chapter President		
Chapter Vice President		
Chapter Advisor		
Regional Inter/National HQ Contact		
House Manager		
House Director		

# Chapter Transition and Important Dates

## Chapter Transition Checklist

Every year, unsuccessful officer transitions hamper future successes of chapters at The University of Alabama. Please remember that a successful transition is not only the glue that will hold your organizations together from year-to-year but also continues to move the chapter in a positive direction. While the following tips may not all pertain to your chapter, most are relevant and important for the majority of chapters.

For a successful transition, below is a list of responsibilities for Outgoing Officers:

### **Be sure to do the following:**

- Discuss your organization's history (successes and failures, strong and weak characteristics, etc.)
- Review The University of Alabama's policies and procedures
- Review your organization's constitution, mission statement, and officer responsibilities (if old information needs updating, now is a great time to do that!)
- Review and pass on old records (including meeting agendas and minutes), binder(s), files, notebooks, copies of documents, emails, used for advertising past events, and correspondence (Pass along everything you have.)
- Review officer job descriptions and written expectations for each new officer regarding their role and responsibilities (offer advice on past successes and mistakes)
- Share and review your organization's calendar (and any important annual events that non-exec board members might not know about, i.e. leadership training events, University meetings, council meetings, and/or budget and bill deadlines)
- Share and review your organization's annual budget (what bills are still outstanding?), evaluations for projects and events, achievements, and mistakes
- Pass along rosters, alumni/ae information, mailing lists, computer passwords, bank accounts, contracts, keys, addresses, phone numbers, emails, etc....
- Sit with your incoming officers and help them plan their first course of action over their first few months
- Change SOURCE portal information and give administrative/officer access to new officers.
- Introduce officers and share contact information to key contact people, especially your chapter's advisors, University advisors, and headquarters staff
- Explain officer role in organization and meetings

### **Incoming Officers First Tasks:**

- Develop a master calendar with meetings, programs, and events
- Develop a webpage and/or update current webpage with new officer information
- Establish meeting agendas, meeting times, and locations
- Evaluate with outgoing officers last year's concerns, achievements, and past goals
- Establish new goals and prioritize
- Plan chapter goal setting at next meeting
- Utilize The Office of Fraternity & Sorority Life's resources
- Submit OFSL Chapter Leadership Update Form
- Remember to keep well organized and detailed records in the upcoming year so it will be easy to transition when you select new officers.

## Chapter Transition: Questions for Outgoing Leadership

**Below there has been included a list of questions and exercises that are important to think about while training new officers.**

1. What was your best experience in this position?
2. What tips could you give your successor to make things smoother for next year?
3. Name the administrators/staff/advisors you found to be helpful in your position.
4. What did you find most difficult in this position?
5. What was the best resource you used in this position?
6. Which offices/departments/student groups did you co-sponsor with that worked well?
7. Please list any projects or ideas you were developing that you would like to see continue.
8. Name one thing you wished you knew when you started the position.



## Important University of Alabama Dates

<b>Spring Semester</b>	
First Day of Spring Classes	January 8, 2020
Last Day to Add a Course or Drop a Course Without a Grade of "W"	January 15, 2020
MLK Day (classes dismissed)	January 20, 2020
Spring Break	March 13-20, 2020
Last Day to Drop a Course with a Grade of "W"	March 25, 2020
Honors Day (classes dismissed)	April 3, 2020
Study Week	April 20-24, 2020
Last Day to Withdraw from the Spring Term	April 24, 2020
Final Exams	April 27-May 1, 2020
Spring Commencement	May 1-2, 2020
<b>Fall Semester</b>	
First Day of Fall Classes	August 19, 2020
Last Day to Add a Course or Drop a Course Without a Grade of "W"	August 26, 2020
UA Family Weekend	September 25-27, 2020
Last Day to Drop a Course with a Grade of "W"	October 28, 2020
Fall Break (classes dismissed)	October 29-November 1, 2020
Thanksgiving Break (classes dismissed)	November 25-29, 2020
Study Week	November 30-December 4, 2020
Last Day to Withdraw from the Fall Term	December 4, 2020
Final Exams	December 7-11, 2020
Fall Commencement	December 12, 2020

## Important OFSL Dates

Spring Semester	
Greek Leadership Summit (GLS)	January 7
On-Campus Social Events Can Start	January 16, 2020
Chapter Officer Leadership Academy (COLA)	Various
Greek Leader Graduation Reception	May 1, 2020
Fall Semester	
On-Campus Social Events Can Start	August 27, 2020
Greek Leader Graduation Reception	TBD

## Chapter Compliance Forms and Information

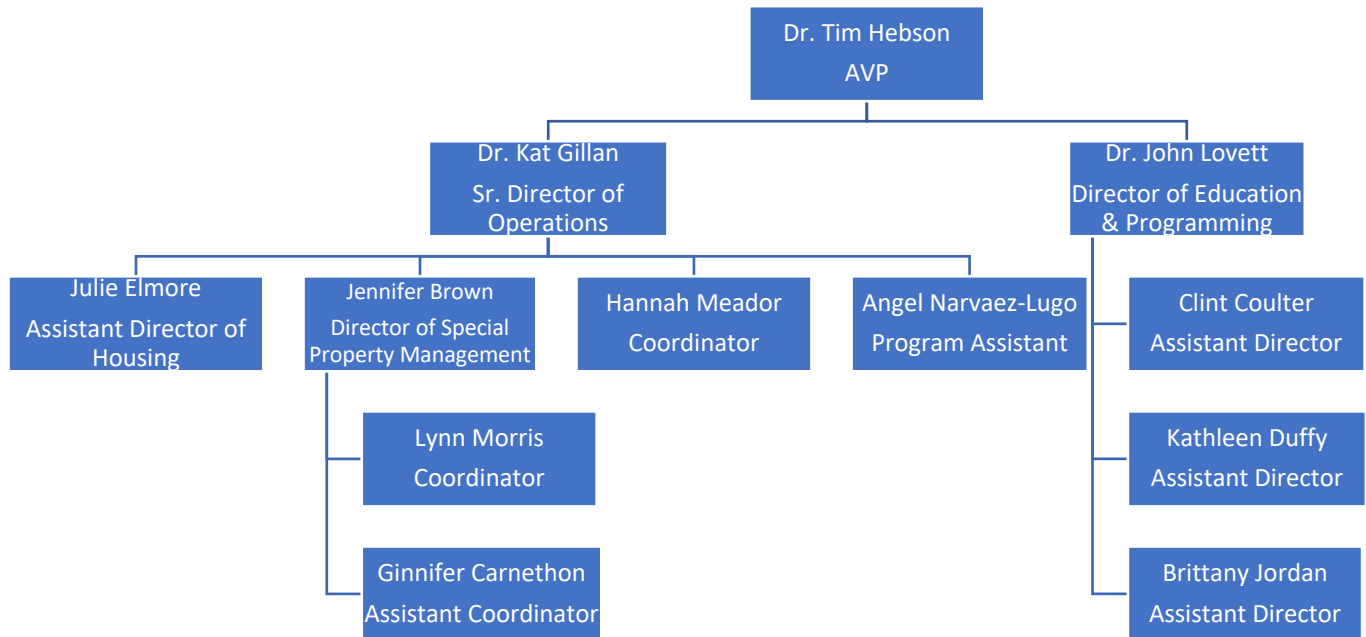
Form/Document	Location	Due Date
Fall Roster Update 1	Email from OFSL Staff	Mid September
Fall Roster Update 2	Email from OFSL Staff	Mid October
Fall Roster Update 3	Email from OFSL Staff	Mid November
Spring Roster Update 1	Email from OFSL Staff	Mid February
Spring Roster Update 2	Email from OFSL Staff	Mid March
Spring Roster Update 3	Email from OFSL Staff	Mid April
Fall Meal Plan Downgrades	Email from OFSL Staff	Mid September
Spring Meal Plan Downgrades	Email from OFSL Staff	February 13, 2020
Spring Chapter Leadership Update	Email from OFSL Staff	Mid November
Fall Chapter Leadership Update	Email from OFSL Staff	April 15, 2020
Spring Housing List	Email from OFSL Staff	Mid November
Final Spring Housing List	Email from OFSL Staff	January 5, 2020

# Office of Fraternity and Sorority Life Information

## OFSL Staffing and Responsibilities

The Office of Fraternity & Sorority Life at The University of Alabama is supported by seven professional full-time staff members and one support staff member who serve the organizations & individual members of the Greek community. The staff works with students individually, fraternities and sororities, and inter/national organizations that support the success of fraternal organizations.

Below is the organizational chart for the office:



# Services & Expectations

## Services Provided to Chapters

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- Office of Fraternity and Sorority Life Staff
- Training, advising, and mentoring to the student governing councils
- Advising on recruitment/intake for councils and individual chapters
- Training for chapters' executive councils through educational sessions
- Extensive advising and support for new groups on campus
- On-campus meeting rooms
- Annual Greek Excellence Awards program to reward chapters and individuals for distinction in various categories
- Assessment opportunities to assess the student experience

## Expectations

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### Chapter Expectations

Chapters recognized by The University of Alabama are expected to adhere to the following:

- Follow the values of their inter/national and/or local organization(s)
- Act as a positive reflection of the UA Community
- Have one (1) active faculty/staff advisor and one (1) active chapter advisor
- Adhere to the UA Code of Student Conduct and mission of The University of Alabama
- Adhere to relevant University policies, rules, and regulations.
- Ensure that all required paperwork and/or documentation is correct, signed and submitted by the requested deadline to The Office of Fraternity and Sorority Life
- Register annually with the Office of Student Involvement and maintain Full Recognition with the Office of Fraternity and Sorority Life
- Have at least ten (10) members at the time of expansion/re-organization/re-chartering/re-activation and sustain a membership of no less than (5) five active members in "good standing" with the University and the inter/national organizations, if applicable.
- Maintain an affiliation with a recognized Greek governing/coordinating council, unless exempted from such affiliation by an appropriate University official.
- Provide notice and details to the Dean of Students within twenty-four (24) hours of receiving notice of any investigation, sanction, probation, discipline, or misconduct related issue involving the chapter or any of its members and the inter/national organization.

### Advisor Expectations

Advisors are expected to adhere to the following:

- Be knowledgeable of chapter policies and current academic standing
- Be familiar with The Code of Student Conduct, the mission of The University of Alabama, and relevant University policies, rules, and regulations applicable to the chapter.
- Serve as a mentor to the members of the organization
- Utilize the Advisor Manual provided by the Office of Fraternity and Sorority Life.
- Provide notice and details to the Office of Fraternity and Sorority Life within twenty-four (24) hours of receiving notice of any investigation, sanction, probation, discipline, or misconduct related issue involving the chapter or any of its members and the inter/national organization.

- Follow the standards and trainings of your prospective organization and evaluate how they coincide with University of Alabama policies
- Comply with the following policies:
  - UA Code of Student Conduct
  - UA Alcohol Policy
  - UA Hazing Policy
  - Turn in completed UA Hazing Compliance Form at the beginning of each SOURCE registration cycle
  - Attend recruitment training sessions, round tables, monthly President Meetings, etc.
  - NPHC chapters should follow the Intake Membership Policy
  - Chapters to fully initiate their new members and hold any probates/bid days by established deadline
- Secure a chapter advisor that focuses on the daily operations of the chapter and event approvals in Org Sync
- Meetings and Retreats
  - Panhellenic Chapter Presidents will meet with the Panhellenic Advisor at least once a semester.
  - IFC Chapter Presidents will meet with the IFC Advisor at least once a semester.
  - NPHC and UGC Chapter Presidents will meet with the NPHC/UGC Advisor at least twice a semester.
  - Council officers and Presidents will attend necessary council meetings and programs.
  - Chapters will attend meetings and financially support their governing council.
  - Chapter officers will read and understand the governing council's constitution and bylaws and their individual chapter's constitution and bylaws.
  - Chapter Presidents will attend designated training sessions for Presidents or assign others to attend.
  - All new members will attend the necessary New Member Convocation.
  - Support Council programs
- Information needed each semester
  - Chapters will update their roster with the Office of Fraternity and Sorority Life twice a semester at least. (February, March, April, September, October, November)
  - Chapters will turn in the Chapter Leadership Update Form after chapter elections
  - Housing rosters for those groups with housing facility
- Utilize the Office of Fraternity and Sorority Life web site for updates, calendar, forms, stats, etc.
- Presidents or Chapter Advisor will inform the Office of Fraternity and Sorority Life of any emergencies or serious situations.
- Attentive to important dates and email updates and timely responses as needed

## Alabama Panhellenic Association Contact Information

Alabama Panhellenic Association Executive Board Information			
Position	First Name	Last Name	Email
President	Maggie	McPherson	apa@ua.edu
Vice President Administration	Shannon	Healy	schealy@crimson.ua.edu
Director of Recruitment	Caroline	Hall	alabamarecruitment@gmail.com
Asst. Director of Recruitment	Kaitlin	Wiltshire	alabamarecruitment@gmail.com
Director of Judicial Affairs	Colleen	Borian	apajudicial@gmail.com
Asst. Director of Judicial Affairs	Ellen	Walton	apajudicial@gmail.com
Director of Sigma Rho Chis	Crossan	Ryals	ccryals@crimson.ua.edu
Asst. Director of Sigma Rho Chis	Mattie	Naman	menaman@crimson.ua.edu
Director of Public Relations	Bekkah	Logan	uapanhellenicpr@gmail.com
Director of Finance	Erin	O'Neill	uadirectorfinance@gmail.com
Director of Community Development and Outreach	Kendall	Davenport	kddavenport@crimson.ua.edu

Alabama Panhellenic Association Chapter President Information			
Chapter	First Name	Last Name	Email
Alpha Chi Omega	Anna Lee	Cook	uaalphachi.president@gmail.com
Alpha Delta Chi	Danielle	Davis	dndavis2@crimson.ua.edu
Alpha Delta Pi	Katie	Christman	adpi.eta.president@gmail.com
Alpha Gamma Delta	Katie	Green	khgreen1@crimson.ua.edu
Alpha Omicron Pi	Emily	Owen	uaaoiipresident@gmail.com
Alpha Phi	Ansley	Morris	aphibetamucp@gmail.com
Chi Omega	Mason	Joyner	chiomeganb@gmail.com
Delta Delta Delta	Elise	Spivey	espivey@crimson.ua.edu
Delta Gamma	Megan	Cobb	dgbetapsipresident@gmail.com
Delta Zeta	Sophia	Radetic	president.uadz@gmail.com
Gamma Phi Beta	Maggie	Hutchison	president@uagammaphi.com
Kappa Alpha Theta	Abby	Barr	dothetaceo@gmail.com
Kappa Delta	Lizzie	Bonhaus	kdpresidentua@gmail.com
Kappa Kappa Gamma	El	McMillan	alabamakkg@gmail.com
Phi Mu	Lizzy	Howard	uaphimupresident@gmail.com
Pi Beta Phi	Kate	Witt	albetapres@gmail.com
Sigma Delta Tau	Lauren	Holley	sdtppresident.rho@gmail.com
Sigma Kappa	Cassidy	Vuylsteke	sk.ao.president@gmail.com
Zeta Tau Alpha	Brogen	Witucki	ztanupresident@gmail.com

## Interfraternity Council Contact Information

Interfraternity Council Executive Board Information			
Position	First Name	Last Name	Email
President	Alex	Murphy	aemurphy1@crimson.ua.edu
Executive Vice President	Jake	Haythorn	jahaythorn@crimson.ua.edu
Vice President Recruitment	James	Sadowski	jrsadowski@crimson.ua.edu
Vice President Judicial Affairs	Pruitt	Singleton	pruettsingleton@yahoo.com
Treasurer	Harrison	Howell	hhowell@crimson.ua.edu
Secretary	Dalton	White	dewhite4@crimson.ua.edu
Director of Public Relations	Chandler	Deerman	ctdeerman@crimson.ua.edu
Director of New Member Education	Matt	Sink	mcsink@crimson.ua.edu
Director of Community Outreach & Wellbeing	Will	Henson	rwhenson@crimson.ua.edu

Interfraternity Council Chapter President Information			
Chapter	First Name	Last Name	Email
Alpha Delta Phi	Hunter	Blachford	hblachford@crimson.ua.edu
Alpha Epsilon Pi	Dylan	Kassman	aepibamapres@gmail.com
Alpha Kappa Lambda	Matthew	Cotten	aklalabama1023@gmail.com
Alpha Sigma Phi	Alexander	Kracker	ajkracker@crimson.ua.edu
Alpha Tau Omega	William	Gray	wgraywmg@gmail.com
Beta Theta Pi	Collin	Stiffler	Castiffler@crimson.ua.edu
Beta Upsilon Chi	Phillip	Myers	pgmyers@crimson.ua.edu
Delta Chi	Liam	Hill	lhil6@crimson.ua.edu
Chi Phi	Matt	Jung	mrjung@crimson.ua.edu
Delta Kappa Epsilon	Harper	Singleton	chsingleton@crimson.ua.edu
Delta Tau Delta	Anthony	Hansler	athansler@crimson.ua.edu
Kappa Alpha	Logan	Sheaffer	lssheaffer@crimson.ua.edu
Kappa Sigma	Mitchell	McCandless	mlmccandless@crimson.ua.edu
Lambda Chi Alpha	Matthew	Marquet	mwmарquet@crimson.ua.edu
Phi Delta Theta	Brooks	Payne	bhpayne@crimson.ua.edu
Phi Gamma Delta	Mason	Rudolph	wmrudolph@crimson.ua.edu
Phi Kappa Psi	Jensen	Quinn	jcquinn1@crimson.ua.edu
Phi Kappa Sigma	Brandon	Slappy	pkakalpha@gmail.com
Phi Kappa Tau	Jay	Johnson	jcjohnson19@crimson.ua.edu
Phi Sigma Kappa	Michael	Kindy	MichaelKindy23@gmail.com
Pi Kappa Alpha	Eli	Loncar	emloncar@crimson.ua.edu
Pi Kappa Phi	Ryan	Lundgren	rdlundgren@crimson.ua.edu
Sigma Alpha Epsilon	Landon	Crane	rlcrane@crimson.ua.edu
Sigma Alpha Mu	Chris	Bodkin	cabodkin@crimson.ua.edu
Sigma Chi	James	Nielson	jmnieson@crimson.ua.edu
Sigma Nu	Baylor	Bearden	bjbearden@crimson.ua.edu
Sigma Phi Epsilon	Bret	Bolin	bjbolin@crimson.ua.edu
Sigma Pi	Beau	Fisher	wcfisher@crimson.ua.edu
Sigma Tau Gamma	Tyler	Defino	tjdefino@crimson.ua.edu
Tau Kappa Epsilon	Zach	Stratton	zstratton@crimson.ua.edu
Theta Chi	John	Connell	jmconnell1@crimson.ua.edu
Zeta Beta Tau	Jack	Baron	Jbaron2@crimson.ua.edu



## National PanHellenic Council Contact Information

National Pan-Hellenic Council Executive Board Information			
Position	First Name	Last Name	Email
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Vice President	Joshua	Gill	jtgill2@crimson.ua.edu
Director of External Affairs	Darryl	Bowen	dlbowen@crimson.ua.edu
Secretary	Jaelyn	Bonner	jmbonner1@crimson.ua.edu
Treasurer	Darrel (DJ)	Boazman	djboazman@crimson.ua.edu
Director of Academic Achievement	Alex	Bland	sabland1@crimson.ua.edu
Parliamentarian	Madison	Woods	mtwoods@crimson.ua.edu
Director of Public Relations	Loni	Johnson-Welch	lijohnsonwelch@crimson.ua.edu

National Pan-Hellenic Council Chapter President Information			
Chapter	First Name	Last Name	Email
Alpha Kappa Alpha	VACANT		
Alpha Phi Alpha	Scott	Mitchell	scmittchell2@crimson.ua.edu
Delta Sigma Theta	Iyana	Diaz	ikdiaz@crimson.ua.edu
Kappa Alpha Psi	VACANT		
Omega Psi Phi	Eddie	Ford	etford@crimson.ua.edu
Phi Beta Sigma	Keion	Jones	tdpresident76@gmail.com
Sigma Gamma Rho	Alyssa	Price	zxsgrho@gmail.com
Zeta Phi Beta	Erykah	Murray	lhzetapresident@gmail.com

## United Greek Council Contact Information

United Greek Council Executive Board Information			
Position	First Name	Last Name	Email
President	Savannah (Sav)	Campbell	sjcampbell3@crimson.ua.edu
Vice President	Julia	Justus	jcjustus@crimson.ua.edu
Secretary	Benjamin	Walton	bawalton@crimson.ua.edu
Treasurer	Sarah	Bonisch	sebonisch@crimson.ua.edu
Parliamentarian	Megan	Phillips	mphillips11@crimson.ua.edu

United Greek Council Chapter President Information			
Chapter	First Name	Last Name	Email
Alpha Omega Epsilon	Alex	Hurley	bamaaoe@gmail.com
Delta Lambda Phi	Ryan	McMichael	rpmcmichael@crimson.ua.edu
Eta Omega Pi	Zach	McGhee	zcmcghee@crimson.ua.edu
Kappa Kappa Psi	Anthony	Parrish	bamakpsi.president@gmail.com
Phi Mu Alpha	Chase	Garcia	cagarcia6@crimson.ua.edu
Phi Sigma Pi	Hanna	Benkhraha	deltabeta.psp@gmail.com
Sigma Lambda Beta	Elijah	Jones	eajones8@crimson.ua.edu
Theta Tau	Sarah	Coffelt	muthetatauregent@gmail.com

## Other Contact Information

Greek Ambassadors Executive Board Information			
Position	First Name	Last Name	Email
President	Callie	Dodd	cadodd1@crimson.ua.edu
Executive VP	Cade	Boseck	caboseck@crimson.ua.edu
VP of Membership	Jordan	Eady	jmeady@crimson.ua.edu
VP of Education	Victoria	Van Hollen	vevanhollen@crimson.ua.edu
Secretary	Matthew	Mulanix	tmmulanix@crimson.ua.edu
Treasurer	Maddie	Little	mmlittle@crimson.ua.edu
Public Relations	Erin	DeWillis	endewillis@crimson.ua.edu

Greek Programming Board Executive Board Information			
Position	First Name	Last Name	Email
Executive Director	Ally	Krenos	apkrenos@crimson.ua.edu
Director of Finance	Lillian	Blakely	leblakey@crimson.ua.edu
Director of Greek Events	Mary Alice	Crocker	macrocker@crimson.ua.edu
Director of Public Relations	Lindsey	Tredway	lktredway@crimson.ua.edu
Director of Education and Leadership	Emmitt	Fagerstrom	effagerstrom@crimson.ua.edu
Director of Philanthropy and Service	Meredith	Moore	mrmoore6@crimson.ua.edu
Director of Diversity, Equity, & Inclusion	Emry	Summerville	easummerville@crimson.ua.edu
Director of Data Management	Will	Oakley	wloakley@crimson.ua.edu

Rho Lambda Executive Board Information			
Position	First Name	Last Name	Email
President	Dominique	Satterwhite	dasatterwhite@crimson.ua.edu
Vice President	Hannah	Parker	htparker@crimson.ua.edu
Secretary	Logan	O'Leary	loleary@crimson.ua.edu
Treasurer	Haylee	Spriggs	hcspriggs@crimson.ua.edu

## Chapter House Addresses

Organization	Council	Physical Location	Organization	Council	Physical Location
Alpha Chi Omega	APA	801 Colonial Drive	Kappa Sigma	IFC	521 Jefferson Ave
Alpha Delta Pi	APA	675 Judy Bonner Drive	Lambda Chi Alpha	IFC	601 Jefferson Ave
Alpha Gamma Delta	APA	735 Judy Bonner Drive	Lambda Sigma Phi	IFC	400 Smithwood Circle, A
Alpha Kappa Alpha	NPHC	911 Magnolia Drive	Phi Delta Theta	IFC	190 University Blvd
Alpha Kappa Lambda	IFC	561 Jefferson Ave	Phi Gamma Delta	IFC	976 University Blvd
Alpha Omicron Pi	APA	826 Magnolia Drive	Phi Kappa Psi	IFC	312 University Blvd
Alpha Phi	APA	760 Paul W. Bryant Drive	Phi Kappa Sigma	IFC	430 Smithwood Circle, D
Alpha Phi Alpha	NPHC	410 Smithwood Circle, B	Phi Mu	APA	921 Colonial Drive
Alpha Tau Omega	IFC	322 University Blvd	Phi Sigma Kappa	IFC	501 Jefferson Ave.
Beta Theta Pi	IFC	960 University Blvd	Pi Beta Phi	APA	845 Magnolia Drive
Chi Omega	APA	901 Magnolia Drive	Pi Kappa Alpha	IFC	202 University Blvd
Chi Phi	IFC	600 Jefferson Ave	Pi Kappa Phi	IFC	130 University Blvd East
Delta Chi	IFC	511 Jefferson Ave	Sigma Alpha Epsilon	IFC	432 University Blvd
Delta Delta Delta	APA	785 Judy Bonner Drive	Sigma Chi	IFC	180 University Blvd.
Delta Gamma	APA	625 Judy Bonner Drive	Sigma Delta Tau	APA	420 Smithwood Circle, C
Delta Kappa Epsilon	IFC	946 University Blvd	Sigma Kappa	APA	923 Magnolia Drive (Old ADPi)
Delta Sigma Phi	IFC	415 Jefferson Ave	Sigma Nu	IFC	990 University Blvd
Delta Tau Delta	IFC	425 Jefferson Ave	Sigma Phi Epsilon	IFC	304 University Blvd
Delta Zeta	APA	900 Magnolia Drive	Sigma Pi	IFC	435 Jefferson Ave
Gamma Phi Beta	APA	780 Paul W. Bryant Drive	Theta Chi	IFC	110 University Blvd East
Kappa Alpha	IFC	416 University Blvd	Theta Tau	UGC	440 Smithwood Circle, E
Kappa Alpha Theta	APA	750 Colonial Drive	Zeta Beta Tau	IFC	526 Jefferson Ave
Kappa Delta	APA	825 Magnolia Drive	Zeta Tau Alpha	APA	922 Magnolia Drive
Kappa Kappa Gamma	APA	851 Colonial Drive			

# University Resources

# Guide to University Resources

What	Office	Location	Phone	Website
<b>Absences</b>				
Class Absences (prior to or after class)	Instructor	Varies		
Absences due to illness	Instructor	Varies		
Emergency Notification & Hospitalization	Student Care and Well-Being	3500 Ferguson Center	205-348-2461	bamacares.sa.ua.edu
Medical Withdrawal	Student Care and Well-Being	3500 Ferguson Center	205-348-2461	bamacares.sa.ua.edu
<b>Academic and Student Support</b>				
Advisor	Academic Advisor	Varies		advising.ua.edu
Academic Resources	Capstone Center for Student Success	3 <sup>rd</sup> Floor Russell Hall	205-348-7011	success.ua.edu
ADA Accommodations	Office of Disability Services	1000 Houser Hall	205-348-4285	ods.ua.edu
Tours, visits, scholarships	Office of Admissions	Student Services Center, Suite 203	205-348-5666	gobama.ua.edu
Scholarships and Financial Aid	Student Financial Aid	Student Services Center, Suite 106	205-348-6756	financialaid.ua.edu
Student Records	University Registrar	Student Services Center, Suite 206	205-348-2020	registrar.ua.edu
Writing Support	Writing Center	322 Lloyd Hall	205-348-5049	writingcenter.ua.edu
<b>Accident</b>				
Auto Accident (on campus)	University Police	1110 Jackson Ave.	205-348-5454	police.ua.edu
Auto Accident (off-campus)	Tuscaloosa Police	3801 Trevor S Phillips Ave.	205-349-2121	tuscaloosa.com/pd
Injury-Minor	Student Health Center	Student Health Center	205-348-6262	shc.sa.ua.edu
Injury-Major	DCH Hospital	809 University Blvd	911	
Emergency (on-campus)	University Police	1110 Jackson Ave.	911	police.ua.edu
Emergency (off-campus)	Tuscaloosa Police	3801 Trevor S Phillips Ave.	911	tuscaloosa.com/pd

Office	Location	Phone	Website
<b>Other</b>			
ACT Card	451 Campus Drive E. (Campus Dr. Deck)	205-348-2288	actcard.ua.edu
Alumni Association	224 Paul W. Bryant Drive	205-348-5963	alumni.ua.edu
Bama Dining	Various	205-348-6816	bamadining.ua.edu
OIT	125 Gordon Palmer Hall	205-458-9555	oit.ua.edu
Parking Services	Campus Drive Parking Deck	205-348-5471	bamaparking.ua.edu
Athletic Ticket Office	Coleman Coliseum	205-348-2262	rolltide.com/tickets
UA Crossroads	3617 Ferguson Student Center	205-348-6930	crossroads.ua.edu
Office of Diversity, Equity, and Inclusion	313 Rose Admin	205-348-2053	diversity.ua.edu
Office of Disability Services	1000 Houser Hall	205-348-4285	ods.ua.edu

Office	Location	Phone	Website
<b>Student Life</b>			
Assessment and Planning	372 Rose Administration	205-348-4903	<a href="http://assessment.sl.ua.edu/">assessment.sl.ua.edu/</a>
Believe UA	2500 Ferguson Center	205-348-2693	<a href="http://sa.ua.edu/programs/believe-ua/">sa.ua.edu/programs/believe-ua/</a>
Blackburn Institute	2400 Ferguson Student Center	205-348-3277	<a href="http://blackburninstitute.sl.ua.edu">blackburninstitute.sl.ua.edu</a>
Career Center	3400 Ferguson Student Center	205-348-5848	<a href="http://career.sl.ua.edu">career.sl.ua.edu</a>
Center for Service and Leadership	1100 Ferguson Student Center	205-348-2865	<a href="http://leadandserve.sl.ua.edu">leadandserve.sl.ua.edu</a>
Collegiate Recovery and Intervention Services	South Lawn Office Building, Suite 1000	205-348-2727	<a href="http://cris.sl.ua.edu">cris.sl.ua.edu</a>
Counseling Center	South Lawn Office Building, Suite 3000	205-348-3863	<a href="http://counseling.sl.ua.edu">counseling.sl.ua.edu</a>
Dean of Students	3500 Ferguson Student Center	205-348-3326	<a href="http://dos.sl.ua.edu">dos.sl.ua.edu</a>
Ferguson Student Center	3500 Ferguson Student Center	205-348-6063	<a href="http://ferguson.sl.ua.edu/">ferguson.sl.ua.edu/</a>
First Year Experience	1040 Student Activities Center	205-348-8404	<a href="http://fye.sl.ua.edu">fye.sl.ua.edu</a>
Health Promotion and Wellness	107 Russell Hall	205-348-2258	<a href="http://hpw.sl.ua.edu">hpw.sl.ua.edu</a>
Housing and Residential Communities	Robert E. Witt Student Activity Center	205-348-6676	<a href="http://housing.sl.ua.edu">housing.sl.ua.edu</a>
Office of the Vice President of Student Life	275 Rose Administration	205-348-6670	<a href="http://sl.ua.edu/vp">sl.ua.edu/vp</a>
Parent & Family Programs	1040 Student Activities Center	800-392-2777	<a href="http://parents.sl.ua.edu">parents.sl.ua.edu</a>
Student Care and Well-Being	230 Ferguson Student Center	205-348-2461	<a href="http://bamacares.sl.ua.edu">bamacares.sl.ua.edu</a>
Student Conduct	173 Mary Burke Hall East	205-348-8234	<a href="http://studentconduct.sl.ua.edu">studentconduct.sl.ua.edu</a>
Student Government Association	2617 Ferguson Student Center	205-348-2742	<a href="http://sga.sl.ua.edu">sga.sl.ua.edu</a>
Student Health Center and Pharmacy	750 5th Avenue East	205-348-6262	<a href="http://shc.sl.ua.edu/">shc.sl.ua.edu/</a>
Student Involvement	3610 Ferguson Student Center	205-348-6114	<a href="http://studentinvolvement.sl.ua.edu">studentinvolvement.sl.ua.edu</a>
Student Media	414 Campus Drive, East	205-348-7257	<a href="http://studentmedia.sl.ua.edu">studentmedia.sl.ua.edu</a>
University Programs	3504 Ferguson Student Center	205-348-7525	<a href="http://up.sl.ua.edu">up.sl.ua.edu</a>
University Recreation	Student Recreation Center	205-348-5164	<a href="http://urec.sl.ua.edu">urec.sl.ua.edu</a>
Veteran and Military Affairs	3000 Houser Hall	205-348-0983	<a href="http://vets.sl.ua.edu">vets.sl.ua.edu</a>
Women and Gender Resource Center	South Lawn Office Building, Suite 2000	205-348-5040	<a href="http://wgrc.sl.ua.edu">wgrc.sl.ua.edu</a>

## Dean of Students

3500 Ferguson Student Center  
205-348-3326  
[dos.sa.ua.edu](http://dos.sa.ua.edu)

The Dean of Students creates a culture of care for the UA community by supporting the diverse needs of a dynamic student body. The office of the Dean of Students helps connect students with the campus resources available to them and serves as a personalized point of contact in situations that require special support from the institution. The Dean of Students seeks to provide spiritual, emotional, and behavioral support for students.

### Assistance

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The University of Alabama is attentive to the well-being of our students, faculty, and staff. UA is committed to providing a safe and healthy environment where individuals are free to work, learn, and teach. In support of this mission, the Division of Student Life provides support to assist students in need or crisis through various programs, including the On-Call Dean Program.

Contact the Dean of Students office if you or someone you know is in need of assistance.

### Conduct

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Students at The University of Alabama aspire to live out the words of the Capstone Creed. To learn more about the conduct expectations of students at The University of Alabama, visit the Student Conduct website at [studentconduct.ua.edu](http://studentconduct.ua.edu).

### Involvement

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Students who get involved in student organizations perform better academically and report higher levels of satisfaction with their undergraduate experience. Visit Student Involvement to learn more about student organizations, or the Center for Service and Leadership to find a way to give back at the Capstone.

### Safety

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Student safety is a priority at The University of Alabama. To ensure the campus community works together to create an ethical community defined by civility and respect, The University of Alabama launched UAct to provide both education and support surrounding discrimination, harassment, dating and/or domestic violence, stalking, sexual assault, and other issues.

The University of Alabama also works to maintain a safe and welcoming campus by providing a variety of transportation services, including Crimson Ride and 348-RIDE.



## Office of Student Conduct

173 Burke Hall East  
205-348-8234  
[studentconduct.sa.ua.edu](http://studentconduct.sa.ua.edu)

### **Student Code of Conduct**

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The Office of Student Conduct is responsible for the administration and operation of the Code of Student Conduct, which can be found at:

<https://studentconduct.sa.ua.edu/code-student-conduct/>

### **Group and Class Presentations**

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Our staff welcomes opportunities to speak to classes and student organizations regarding the Code of Student Conduct, Capstone Creed and making decisions that lead to personal and professional success.

### **Sanctions**

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Any prior Code violations the student has previously been found to have committed may be considered in imposing sanctions. Sanctions may be imposed upon any student found to have violated the Student Code. A full list of sanctions can be found at <https://studentconduct.sa.ua.edu/policies/common-sanctions/>.

### **Student Conduct Process**

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Please see Appendix D.

### **Student Judiciary**

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The Student Judicial Board (J-Board) operates as a branch of the Student Government Association and is advised by Student Conduct staff members.

# Incident Reporting and Students of Concern

## Behavioral Intervention Team (BIT)

### Report a student of concern:

<https://bamacares.sa.ua.edu/behavior-intervention-team-bit/refer-a-student/>

The below reference table provides example behaviors and what level of intervention such behaviors may warrant:

<b>High Risk Behaviors:</b> Behavior indicates imminent safety risk to the individual or community	<b>Moderate Risk Behaviors:</b> Behavior that is not typically life threatening; may signal that an individual's coping skills are being challenged	<b>Low Risk Behaviors:</b> Behavior may interfere with academic or personal success but not likely to indicate a risk to life or safety
<b>Example Behaviors</b> <ul style="list-style-type: none"> <li>Expressed intent to harm self or others</li> <li>Brandishing a weapon</li> <li>Suicide attempt of threat</li> <li>Bizzare delusions or hallucinations</li> </ul>	<b>Example Behaviors:</b> <ul style="list-style-type: none"> <li>Indirect threats to self or others or disturbing content in academic work</li> <li>Erratic behavior or expressing hopelessness/helplessness</li> <li>Withdrawal from friends or daily life</li> </ul>	<b>Example Behaviors:</b> <ul style="list-style-type: none"> <li>Frequent class absences</li> <li>Changes in appearance or hygiene</li> <li>Difficulty adjusting to college life</li> <li>Uncooperative</li> </ul>
<b>What to do:</b> <ul style="list-style-type: none"> <li><b>Call 911</b></li> </ul>	<b>What to do:</b> <ul style="list-style-type: none"> <li>Document the behavior and refer to Behavioral Intervention Team</li> </ul>	<b>What to do</b> <ul style="list-style-type: none"> <li>Refer to resources or refer to Behavioral Intervention Team</li> </ul>

## Division of Student Life Complaints and Appeals

Whenever possible, we encourage that incidents be resolved directly with the staff or department involved. Often a complaint can be resolved in this way. However, if an informal approach is neither successful or advisable, the Complaint and Appeals Form should be submitted.

### Complaint and Appeals Form:

<https://sa.ua.edu/contact/complaints-and-appeals/>

## Hazing

The University of Alabama's ability to effectively investigate incidents of hazing and enforce our Code of Student Conduct relies heavily on the accuracy and detail of the information provided. We encourage you to provide as much specific information as possible so that we can take appropriate action in a timely manner.

Hazing Reporting Form: [https://cm.maxient.com/reportingform.php?UnivofAlabama&layout\\_id=2](https://cm.maxient.com/reportingform.php?UnivofAlabama&layout_id=2)

In addition to the Hazing Reporting Form, you can also report hazing by providing specific information to any of the following:

- The University's Hazing & Harassment Hotline 205-348-HALT (4258)
- The University's Office of the Dean of Students 205-348-3326
- The University's Office of Student Conduct 205-348-8234 or [student.conduct@sa.ua.edu](mailto:student.conduct@sa.ua.edu)
- The University of Alabama Police Department (UAPD) 205-348-5454

The Hazing & Harassment Hotline 205-348-HALT (4258) connects to a third party vendor and is available to those who think they, or students they know, have been or may become victims of hazing. Callers may remain anonymous or provide personal information so their concerns can be responded to directly.

### **Student Conduct Incident Reporting**

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The University of Alabama does not accept anonymous incident reports about students. Once the report is received, a university staff member will investigate the incident and determine an appropriate intervention/action plan for the student's behavior, which may include a meeting with the student and others involved in the incident. Please know that you, and the witnesses you identify in the report, may be contacted to provide further information.

#### **Student Conduct Incident Report Form:**

[https://cm.maxient.com/reportingform.php?UnivofAlabama&layout\\_id=3](https://cm.maxient.com/reportingform.php?UnivofAlabama&layout_id=3)

### **UAct**

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The University of Alabama is committed to providing an environment for employees, students and campus visitors that is free from illegal harassment based on genetic or family medical history information, race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, pregnancy, age, disability, protected veteran status or any other legally protected basis.

The University will not tolerate and will take action against individuals who retaliate against individuals who, in good faith, report violations of this policy or participate in investigations related to such policy violations.

Report an incident at <https://www.ua.edu/campuslife/uact/report/>

# Diversity, Equity, and Inclusion Resources

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## Division of Diversity, Equity, and Inclusion

[diversity.ua.edu](https://diversity.ua.edu)

The Division of Diversity, Equity and Inclusion provides leadership for the University to build on its core principles of inclusiveness in learning environments, programs, workforce and strategic partnerships.

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## UA Crossroads

[crossroads.ua.edu](https://crossroads.ua.edu)

### Practicing Inclusive Engagement (P.I.E.) Workshop

The Practicing Inclusive Engagement (P.I.E.) workshops are interactive experiences developed by UA Crossroads to build skills for intercultural engagement and to foster a more inclusive campus community at UA.

### Better Together

Instead of seeing personal beliefs as differences that divide, the Crossroads Interfaith Initiative draws on the work of the Interfaith Youth Core (IFYC.org), to advance a view of religious and philosophical traditions as bridges for cooperation and understanding.

### Campus Dialogues

The Campus Dialogues are a weekly opportunity for students, faculty, and staff to engage one another about important issues related to identity, current events, and campus life.

### Sustained Dialogues

Sustained Dialogue is a program that helps students discuss important social issues, get to know one another, and work on those social issues together.

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## Office of Disability Services

[ods.ua.edu](https://ods.ua.edu)

The Office of Disability Services (ODS) is the central campus resource for students who wish to request academic accommodations. In collaboration with students and instructors, our staff coordinate accommodations and support to ensure equal access to an education.

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## Safe Zone

[safezone.sa.ua.edu](https://safezone.sa.ua.edu)

The Safe Zone Resource Center exists to promote equity and inclusion for LGBTQIA+ individuals and their allies.

The UA Safe Zone Resource Center provides educational outreach, community support, and crisis intervention resources for LGBTQIA+ members of the University of Alabama community and their allies. The SZRC offers help connecting people at UA to LGBTQIA+ inclusive resources, provides training on LGBTQIA+ topics for UA students, faculty, and staff, facilitates LGBTQIA+ community building programs on campus, and works with the Safe Zone advisory board to advocate LGBTQIA+ interests at UA.

The primary goal of the Safe Zone Resource Center is to foster a University climate where every individual is treated with dignity and respect by:

- educating the University of Alabama community about LGBTQIA+ identified persons and their experiences;
- promoting safe environments that are respectful of all identities;
- advocating for support of LGBTQIA+ identified persons, and;
- providing ongoing educational opportunities and resources to our Safe Zone Allies.

### **Ally Training Program**

The UA Safe Zone Ally Training Program provides a visible network of allies for lesbian, gay, bisexual, trans, queer, and asexual (LGBTQIA+) individuals. Safe Zone Allies distribute information regarding sexuality, gender identity, campus and community resources, and methods for reporting harassment and/or discrimination.

The Safe Zone Ally Training Program is a three-hour training session that will allow participants to: develop a working knowledge of appropriate and respectful LGBTQIA+ terminology; recognize the impact that a negative campus climate has on individuals who identify as LGBTQIA+; and identify areas of personal growth as a member of the UA community. Following the training program, participants are invited to sign-up to serve as UA Safe Zone Allies.

**An extensive list of diversity resources available at UA can be found at:**

[crossroads.ua.edu/resources/](https://crossroads.ua.edu/resources/)

- [Better Together Interfaith Initiative](#)
- [Black Faculty & Staff Association](#)
- [Capstone International Center](#)
- [Creative Campus](#)
- [Cultural Heritage Celebrations](#)
- [Dean of Students](#)
- [AAC&U Diversity, Equity and Inclusive Excellence Statement](#)
- [Equal Opportunity Programs](#)
- [Office of Disability Services](#)
- [Practicing Inclusive Excellence \(PIE\) Workshops](#)
- [Student Organizations](#)
- [Student Government Association](#)
- [Sexual Misconduct](#)
- [Title IX](#)
- [UA Diversity Policies](#)
- [UA Libraries Accessibility Resources](#)
- [UA Strategic Diversity Plan](#)
- [UAct - Reporting Respect and Civility Violations](#)
- [University Programs](#)
- [University Recreation](#)
- [Veteran and Military Affairs](#)
- [Women and Gender Resource Center](#)

## Room Reservations

<https://thesource.ua.edu/reserve-meeting-space>

### Ferguson Center Reservations

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The Ferguson Center has a variety of rental options, from small meeting spaces to large banquet halls. Organizations can even request information tables or display cases to promote their events/causes. To view all of the forms for reservations and policies, visit the [Ferguson Center website](#).

### Academic Buildings

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To schedule events in academic buildings, [visit schedule.ua.edu](https://visit.schedule.ua.edu). You will need to know the name of your event, date/time, description, expected number of attendance, and contact information of your faculty/staff advisor. For information visit: <https://registrar.ua.edu/faculty-staff/academic-scheduling-roomseek/event-scheduling-policy/>. There may be strict policies on time before event, so plan accordingly and reach out at least 2 weeks before your event.

#### [Room Scheduling Policy \(Lloyd, Russell, Farrah Halls\)](#)

Policy utilized to assist with the scheduling of Lloyd, Russell, and Farrah Halls. These policies must be adhered to in order to by anyone who chooses to utilize the space. For more information about space reservations of these buildings, contact [scheduling@ua.edu](mailto:scheduling@ua.edu).

### Bidgood Reservations

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Room reservations are also available at Bidgood Hall. However, they may require a training session or additional information from your faculty/staff advisor. For more information visit, [Tech Classroom Reservations](#).

### SOURCE Student Org. Business Center

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Registered student organizations will have access to a business center where they can check out electronic tools and resources, use button makers, cricuts, banner markers, and more.

### University Recreation Space Reservations

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Requests from University Departments, Students and Student Organizations must be submitted at least two weeks (14 days) prior to the event date to be considered. All facility requests received after this period will be reviewed, and may be accommodated.

#### [UREC RESERVATION POLICY](#)

UREC RESERVATION REQUEST FORM: <https://urec.sa.ua.edu/about/reservation-request-form/>

# Event Planning Resources

<https://thesource.ua.edu/event-planning>

## Action Card Reader Policies/Procedures & Application

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Student organizations can check-out action card readers for specific events and programs. With an action card reader you can track participation, collect Bama Cash donations, and verify attendance of members or participants at a designated event or program. Interested organizations should submit an *Action Card Reader Application* with details regarding the purpose, location, and logistics of events. Organizations interested in utilizing Action Card Readers should submit their application at least two week in advance to allow for proper review and notification of approval. Forms must be submitted **at least 72 business hours** prior to the event. **Fees for Attendance:** \$60.00 per reader per month or \$5.00 per reader per day due at time of return; **Reader for Bama Cash:** Assessed for 3.5% for total amount collected in Bama Cash; **\$25.00 Late Fee per reader per day**

- [Reader Request Online Form](#)

## Approved Caterers

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The University of Alabama reviews the use of catering firms and has developed a list of caterers that meet certain requirements, and who operate within the terms of a licensing agreement. This license arrangement is not a guarantee of business, but is necessary to be eligible for consideration of any catered events at UA. With a growing concern of food borne illnesses, the University must take steps to ensure catering firms are taking appropriate steps to properly prepare, transport and serve food and beverages provided to students, faculty, staff and guests. In addition to food safety, the University requires all caterers provide evidence of insurance and the business licensure and health permits as required by law.

- [Approved Catering Guidelines](#)

## Social Event & Grounds Use Registration

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The *Social Event & Grounds Use Form* is used for campus organizations to register on campus events including, but not limited to, cultural, academic, and social events. Social events include parties, swaps, band parties, formals, receptions, theme parties, and social activities in Greek houses, residence halls, and other facilities. Organizations registering on-campus events must submit this completed form, applicable additional forms, and all applicable fees to the Office of Student Involvement (3610 Ferguson Center) or Fraternity & Sorority Life (2512 Ferguson Center) if it is a Greek Organization sponsored event, at least 7-10 business days before the event. All student organizations must be registered with the Office of Student Involvement. All submissions are handled via an "Online Event Registration Form" through each organization's mySOURCE profile. All registrations are subject to approval of campus administrators.

- [Online Event Registration Process](#)

## Approved Security Vendor Program

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The University has reviewed the use of security services on University property and developed an [approved security vendor program](#) to provide departments, event hosts, student organizations and others, who need the services of a security firm, with a list of approved security vendors that meet certain requirements. Only security vendors approved by the University may be engaged to provide

security services on University property or at off-campus events in the Tuscaloosa area paid with University funds. For more details, click the link above.

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### **Student Org Portable Credit Reader Policy**

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Provides organizations with details regarding UA's policy on the use of personal or organization portable debit and credit card readers on campus. Can be found at <https://thesource.ua.edu/wp-content/uploads/2013/08/Student-Org-Portable-Credit-Reader-Policy.pdf>

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### **Event Ticketing (SA Tix)**

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- NEW INFO

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### **Digital Signage Promotions**

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Organizations can submit promotional slides to appear on the digital screens in the Ferguson Center. Ads run for one week, Monday through Friday, and can run for a maximum of one month. Details on the complete submission process can be found at <https://ferguson.sa.ua.edu/meetings-events/digital-signage-reservation-form/>. Student organizations can also submit promotional material to be distributed in dorms through the Housing and Residential Communities [website](#).

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### **Fleet Services Vehicle Rental**

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Organizations can rent vehicles through the University of [Alabama Fleet Services Office](#) for one-day or one-time trips. Please note that you should attempt to make arrangements in advance. All drivers must complete a **Motor Vehicle Release "MVR" Form** at <http://riskmanagement.ua.edu/driver-training-completion/>. In addition, all drivers under the age of 25 must complete the "Alive at 25" training course. For more information contact the Office of Risk Management or phone 348-4534 Fax 348-3312. Payment is only accepted through an established account number in UA financial system, so you may want to work with your advisor on that process. For more information contact The SOURCE or Fleet Service directly at 205-348-4800.

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### **Crimson Trails Program**

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The SGA has worked in partnership with UAPD and Risk Management to create standard route options for events like 5ks, Parades, and other demonstrations. More information can be found at <https://thesource.ua.edu/wp-content/uploads/2014/01/Crimson-Trails-PDF.pdf>.

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### **Housing and Residential Communities Distribution Guidelines**

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Official policies provided by Housing and Residential Communities regarding posting materials in residence halls and distributing to resident advisors can be found at <https://housing.sa.ua.edu/about/advertising-policies/>.



## Filming on Campus

Fill out a Request to Film at: <https://strategiccommunications.ua.edu/services/film-location-request>

Register the filming as an event through The Source: <https://thesource.ua.edu/>

**Requests to Film should be submitted AT LEAST 7-10 business days in advance.**

If you are using anyone outside your organization to do the filming (the “Producer”), the Producer must sign a Location Agreement, which is a legally binding contract, stating what the Producer can film on campus. This document will be sent to them electronically for signature and submission. Once signed and submitted, it must be signed by UA before it is executed.

Even if your chapter fills out a Request to Film, and registers the filming through the Source, filming cannot begin until a Location Agreement has been signed.

All videos that your chapter plans to show to recruits should be reviewed by the OFSL before they are shown. We will ask you to remove any footage that does not comply with the following:

### Rules to remember when filming:

- Glitter or Confetti is not allowed on campus.
- No filming can happen inside any Intercollegiate Athletic facilities.
- No student-athletes should be filmed.
- **Filming of the President’s Mansion should occur on the University Blvd. sidewalk, and not from the lawn or driveway.** When you film at the President’s Mansion, make sure that the camera man, and all members stay on the sidewalk in front of the mansion. Do not go on the lawn, in the driveway or in the flowerbeds.
- When an organization requests to shoot at or around the Mansion (from the University Blvd. sidewalk), they are required to request/provide no greater than a 2- hour window of time in which they would be in the vicinity (ie: 1:00-2:15pm). A blanket request of 8-5 will not be permissible.
- **Only film in the areas that you receive permission to film in.**
- Do not break any campus rules, city ordinances, state or federal laws while filming.
- Be careful with what you film inside any chapter facilities from a safety perspective.

Questions about filming on campus? Please contact Shane Dorrill, Manager of Broadcast Media Relations at (205) 348-8319 or [shane.dorrill@ua.edu](mailto:shane.dorrill@ua.edu).

# Financial Resources

<https://thesource.ua.edu/financial-resources>

## Organization Bank Accounts

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Obtaining a bank account for your organization is an endeavor that should be entered into with care and proper knowledge. The information provided in this section will offer information about setting up a bank account with the [Alabama Credit Union](#) or with [other banking institutions](#) in the state of Alabama. In order to obtain a bank account at any financial institution, your organization must be recognized at The University of Alabama and have current up-to-date information listed on your mySOURCE organization profile. The Office of Student Involvement recommends the use of the Alabama Credit Union.

## Foresight Training

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The Foresight training is an opportunity for student organization leaders to understand the procedures for applying to the SGA Financial Affairs Committee (FAC). This session is a prerequisite to any student organization applying to obtain university funds for projects, trips, or events and is held about once a week.

## Financial Affairs Committee (FAC)

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The Financial Affairs Committee (FAC) is charged with allocating funds to registered student organizations. The FAC recently received an increase in the amount of money to be allocated to student organization, bringing the total to \$200,000 per fiscal year. The process for requesting these funds is managed by the Student Government Association. For more information, visit [SGA's Financial Affairs webpage](#).

## Student Organization Food Grant (Bama Dining Food Grant)

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University Dining Services, a part of Enterprise Operations, provides an opportunity for organizations to receive money for food and refreshments at designated programs and events. Grants will not exceed \$1,000 annually to Student organizations in an academic year. See below for more details:

- [Student Event Catering Fund P&P](#)
- [Student Event Catering Pick-up List](#) (Suggested Request Items)
- [Apply for Student Event Catering Grant](#)

## SOURCE Collaborative Grant Process

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Organizations may be awarded grants of varying amounts for collaborative events that positively impact the UA community. Contact our Director Finance, [sourcefinance@ua.edu](mailto:sourcefinance@ua.edu) for details or Directors of Partnership & Engagement, [sourcepartnership@ua.edu](mailto:sourcepartnership@ua.edu).

# Health and Wellness Resources and Contacts

# Collegiate Recovery and Intervention Services

1000 South Lawn Office Building

205-348-2727

[cris.sa.ua.edu](http://cris.sa.ua.edu)

*The Department of Collegiate Recovery and Intervention Services provides a continuum of care for students whose lives have been impacted by substance use. The professional staff operate from a developmental and holistic wellness approach. Services range from alcohol and other drugs (AOD) counseling, including family counseling in our Counseling and Intervention Services area to a vibrant Collegiate Recovery Community known as The University of Alabama Recovery Model.*

## Outreach

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Request a presentation here: <https://cris.sa.ua.edu/outreach-programs/request-a-presentation/>

Presentation topics include:

- Substance Use Disorders
- Prevention and Treatment
- Alcohol and Other Drug Trends
- Collegiate Recovery Programs
- 12 Step Programs
- Families in Recovery
- Other

## Recovery Community

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The Collegiate Recovery Community (CRC) is home to students in early to long-term recovery, those contemplating recovery, and recovery allies. The CRC serves as a home for its members. Our dedicated space affords students in recovery access to a private computer lab, study-group project room, a meditation-reflection room, and our great room gathering space on a twenty-four hour basis.

## Counseling Services

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We provide students with opportunities to work collaboratively with our clinical and intervention staff to address substance use concerns, while also working through co-occurring instances of stress, anxiety, family concerns, depression, low self-esteem, indecision, and other related mental health concerns.

## Family Services

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Given the significant importance of family involvement in the recovery process, we provide family services at different levels and frequencies across all of our programs and initiatives.

# Counseling Center

3000 South Lawn Office Building

205-348-3863

[counseling.sa.ua.edu](https://counseling.sa.ua.edu)

## Outreach

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The Counseling Center offers outreach programming on any topic relevant to mental health that has an impact on the success and well-being of our students. Formats include lectures, presentations, panels, events, displays, and more. Programs are provided by seasoned mental health professionals with over 250 years of collective experience. Any topic related to college student mental, emotional, and behavioral health can be accommodated. To request a program or see a list of popular topics, please visit: <https://counseling.sa.ua.edu/programs/outreach-resources/>

## Resources for Faculty, Staff, and Others

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Counselors can assist with concerns about students by offering suggestions and tips about being supportive and effective in interacting with them. Please call at 205-348-3863 to learn more. You may find general information to assist with concerns at:

<https://counseling.sa.ua.edu/helpingstudents/%EF%BB%BFconsultation-resources/>

## Suicide Prevention Training

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### Ask, Listen, Refer

Promoting the wellness of our students, friends, families, co-workers, and fellow citizens and helping prevent suicide is every person's responsibility. To learn more about suicide prevention, take a FREE 30-minute online training course for the UA community called Ask, Listen, Refer.

### Question, Persuade, Refer

There are three steps anyone can learn to help prevent suicide. Another longer and in-person program offering is Question, Persuade, Refer (QPR). To sign up for FREE QPR Gatekeeper Training for Suicide Prevention for your department, team, or group please contact the Counseling Center at 348-3863. You may also request this training via our online program request form.

## How to Make an Appointment

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To make an appointment at the Counseling Center, please call 205-348-3863 and ask to schedule an initial screening appointment with a counselor. The front desk will assist with scheduling a first available appointment.

# Health Promotion and Wellness

107 Russell Hall  
205-348-2258  
[hpw.sa.ua.edu](http://hpw.sa.ua.edu)

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## Health Hut

Health Hut engages visitors with games, activities, and conversations aimed at increasing student awareness about health issues and behaviors that directly affect them, increase student knowledge about healthy behaviors and making healthy choices, and reduce the barriers students perceive to improving their health. The Hut is on campus 36 hours each week, Monday through Thursday.

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## Health Advocates

The Health Advocates play an essential role in providing the social support needed for individuals to begin and continue making healthy choices. The Health Advocates provide monthly awareness events all over campus on various health topics, and also cover weekly national awareness campaigns.

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## Health Ambassadors

Health Ambassadors are the primary presenters for programming in residence halls, classes, and student organizations and our Healthy Hump Day, an interactive tabling event every Wednesday regarding national awareness weeks and months.

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## GAMMA

GAMMA peer education interns provide health information and targeted programming aimed at increasing health knowledge and promoting healthy decision making to members of Greek Organizations. Request a presentation here: <https://projecthealth.sa.ua.edu/presentation-requests/greek-presentations/>

Presentation topics include:

- Body Image & Stress
- Bystander Intervention
- Sexual Health
- General Alcohol
- Mental Health & Stress
- Nutrition
- Safe Spring Break
- Stress & Time Management
- Healthy Relationships

# Student Care and Well-Being

3500 Ferguson Student Center  
205-348-2461  
[bamacares.sa.ua.edu](https://bamacares.sa.ua.edu)

## Behavior Intervention Team (BIT)

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If you are concerned for someone or feel they may pose a risk to themselves or others, please share the information using the reporting form at <https://bamacares.sa.ua.edu/behavior-intervention-team-bit/refer-a-student/>.

Emergency situations, or situations where there is an imminent risk of harm to anyone, should be immediately reported to the University of Alabama Police Department (UAPD). UAPD may be reached as follows:

911 or 8-5454 from any UA phone  
205-348-5454 from a non-UA phone

Examples of emergency situations include, but are not limited to, the following:

- Possession of weapons (guns, knives, etc.) on campus
- Possession of bombs or bomb-making materials on campus
- Physical assault or attempted physical assault, with or without weapons, on campus
- Explicit threats to inflict physical harm to one's self or others

## Advocacy and Absence Notification

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Students missing class due to unforeseen circumstances such as hospitalization, illness, bereavement, etc. are encouraged to notify Student Care and Well-Being so that we can send instructors a courtesy notification of the student's circumstances and the anticipated period of time the student will miss class.

## Emergency Assistance and Loans

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The emergency assistance program allows students the opportunity to access short term assistance in times of need. Potential assistance may be in the form of gift cards, meal allotments, referrals, and other kinds of financial assistance.

The Student Government Association (SGA) offers thirty day interest-free emergency loans for up to \$500 to full-time students. To apply, click on the student receivables tab in MyBama. For questions about this program contact the SGA office at 205-348-2742.

## Got Meals

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The "Got Meals" program allows students the opportunity to apply for meals in times of need.

## On-Call Deans

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The On-Call Deans provide support and assistance to students who have been transported to local hospitals.

# Women and Gender Resource Center

South Lawn Office Building

205-348-5040

[wgrc.sa.ua.edu](http://wgrc.sa.ua.edu)

## Counseling and Advocacy

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The WGRC provides services to The University of Alabama faculty, staff and students, regardless of gender, who are victims/survivors of interpersonal violence, as well as family and friends who have been impacted by the abuse. Services are also provided to anyone who is victimized on The University of Alabama campus.

Services may include crisis intervention, advocacy, individual counseling and group therapy. **All services are free, confidential, and voluntary.**

We help victims with the following:

- Emotional support while at the hospital
- Crisis Counseling
- Planning for physical and emotional safety
- Location of safe housing
- Support groups information
- Help make arrangements with missed classes and exams
- Help exploring legal and judicial options
- Information and referrals
- Help with applying for funds for costs as a result of being a victim

## Harbor Training

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Harbor training is available for faculty and teaching assistants and seeks to provide information about interpersonal violence that affects students and how to be supportive of students who disclose victimization.

## Frances S. Summersell Library

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The library offers a variety of books and DVDs on gender and related topics. These materials are available for checkout with a valid ACT card

## Start Smart Pay Negotiation

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Offered several times each semester, Start Smart is a pay negotiation workshop designed by The American Association for University Women (AAUW).



## Title IX

2418 Capital Hall  
205-348-3947  
[titleix.ua.edu](http://titleix.ua.edu)

### Reporting

Report an incident at: <https://www.ua.edu/campuslife/uact/report/>

### Training Opportunities

Ongoing Prevention, Education, and Awareness Programs: Multiple departments across campus provide ongoing awareness, bystander intervention, and prevention campaigns for the campus community. These training/programming options may be available to all members of the campus community. See the Training Calendar and Appendix 5 of the Sexual Misconduct Policy for more information. Some examples are:

- UAPD presentations
- Sexual Assault Awareness Month Activities like Take Back the Night
- Domestic Violence Awareness Activities like the teal awareness ribbon campaign

## Tuscaloosa SAFE Center

1601 University Blvd East Suite 150  
205-860-SAFE (7233)  
24-Hour Hotline: 205-860-SAFE (7233)  
[tuscaloosasafercenter.com](http://tuscaloosasafercenter.com)

The mission of the Tuscaloosa SAFE Center is to provide a compassionate, patient-centered environment for sexual assault forensic examinations.

We are a community-based, collaborative agency, and our Center is designed to meet the emotional, medical and forensic needs of sexual assault survivors by:

- Providing compassionate care in a private environment – away from a hospital emergency room – to reduce further trauma to the patient;
- Provide quality medical care including assessment, treatment, forensic exams & follow-up;
- Ensuring quality collection of evidence, including documentation, preservation and chain of custody by utilizing trained and certified sexual assault nurse examiners (SANEs) to perform the exam;
- Working with community resource advocates, law enforcement and other service providers to meet the needs of sexual assault survivors;
- Providing expert testimony when needed if the patient chooses to seek justice.

**There is no charge for services at the SAFE Center.**

# Office of Fraternity and Sorority Life Policies and Procedures

## OFSL Statement of Non-Discrimination Compliance

The Office of Fraternity & Sorority Life (OFSL) and the UA Fraternity and Sorority Community are committed to being a welcoming and inclusive campus characterized by access and opportunity.

The OFSL desires to build a community that reflects diversity and inclusion within our sorority and fraternity chapters. We strive to make our campus stronger through our commitment to promoting diversity, encouraging Greek organizations to value quality of character rather than legacy status, and creating positive change within the fraternity and sorority community. Students of all backgrounds make up UA's Fraternity and Sorority Community and individuals are celebrated for their perspectives, ideas, personal merits versus familial relations, and their contributions to their organizations and to our community.

Furthermore, The University of Alabama complies with all applicable laws prohibiting discrimination, which are outlined in the University's nondiscrimination notice available at <http://eop.ua.edu/law.html> and in its harassment policy at <http://eop.ua.edu/harassment.html>. Membership in registered student organizations shall be open to all students of The University of Alabama, without regard to race, religion, sex, disability, or national origin, color, age, disability, gender identity or expression, sexual identity, or veteran status except in cases of designated fraternal organizations exempted by federal law from Title IX regulations concerning discrimination on the basis of sex.

Discrimination in the recruitment and selection of new members perpetrated by members of Greek organizations, their chapter advisors, or their alumni/ae is in violation of University policy and will not be tolerated. Should you at any point witness unlawful discrimination in membership selection processes, you have an ethical obligation to report it to one of the following offices, which will ensure the confidentiality of your report:

- The Office of the Dean of Students can be reached at 205-348-3326 anytime Monday-Friday during the hours of 8:00 a.m. – 5:00 p.m.
- The Division of Student Life online Student Complaints and Appeals process, which can be found at <http://sa2.ua.edu/complaints.cfm>.

## FERPA Grade Release & Hazing Policy Acknowledgement Form

In order for the Office of Fraternity and Sorority Life to be able to share semester grades and conduct reports with chapters, members must complete the FERPA Grade Release and Hazing Policy Acknowledgement Form, found at <https://universityofalabama.az1.qualtrics.com/login/v1/sso/cas/auth?ticket=ST-5724011-CkcT-T5wUXH3wMo-MsUBrI5Y-xQ-bnrbeis-prod>.

# Standards for Social Fraternities and Sororities

## Recognition of Social Fraternities and Sororities

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The recognition of fraternities and sororities is, at all times, solely at the discretion of The University of Alabama. Generally, to be recognized, a fraternity or sorority must be an affiliated, registered student organization with the Office of Student Involvement, and be in good standing with the University as well as one of the four Greek governing councils (Alabama Panhellenic Association (APA), Interfraternity Council (IFC), National Pan-Hellenic Council (NPHC) and the United Greek Council (UGC)).

Furthermore, all organizations must be chartered at The University of Alabama and membership must be exclusive to full-time University of Alabama students. Citywide or metropolitan chapters will not be recognized.

## Receiving Recognition

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The University may recognize fraternities and sororities if they meet **two** (2) or more of the following characteristics:

- A. They are entitled to single sex membership consistent with regulations promulgated pursuant to Title IX of the U.S. Education Act Amendments of 1972 and such other laws or regulations as may apply.
- B. They are entitled to be subjectively selective in their membership within the limits of the University's non-discrimination policy.
- C. They are legal entities external to the University. In all cases, their chapter corporations, and inter/national Greek organizations are incorporated separately from the University.
- D. They are an inter/national organization (incorporation, national officers, etc.) that maintains affiliation with a national umbrella organization (NIC, NPC, NPHC, NALFO, NMGC, NAPA, etc.)
- E. They require participation in a new member orientation, educational or pledge program prior to initiation.

If deemed appropriate, in consultation with the Office of Student Involvement and the Office of Dean of Students, special interest fraternities and sororities not holding membership in a national umbrella organization (NIC, NPC, NPHC, NALFO, NMGC, NAPA, etc.), may also be recognized.

## Maintaining Recognition

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Should it be determined that a chapter is not in good standing, their recognition may be revoked or they may be put on probationary recognition for a period of time that the University designates in its sole discretion.

## Loss of Recognition/Probationary Recognition

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A chapter's recognition may be revoked or the chapter may be put on probationary recognition status for various reasons including, but not limited to, the following:

- If membership numbers fall below (5) five active members in "good standing" for more than two consecutive semesters.
- If a chapter is found not to be actively participating in one of the four Greek governing councils, unless exempted from such participation by an appropriate University official.
- If a chapter fails to update and maintain the required documentation requested by the Office of Fraternity and Sorority Life or the Office of Student Involvement.

- If a chapter is found to be recruiting members from a population other than currently enrolled or admitted University of Alabama students.
- If a chapter is found to be in violation of the Code of Student Conduct or any University, local, or national policies or laws related to risk management, discrimination, hazing, Title IX, sexual misconduct, drugs or alcohol.

At the end of the probationary recognition period, the Office of Fraternity and Sorority Life, in consultation with the Dean of Students Office, will make a decision to either revoke all recognition or grant full recognition.

## **Expectations**

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### **Chapter Expectations**

Chapters recognized by The University of Alabama are expected to adhere to the following:

- Follow the values of their inter/national and/or local organization(s)
- Act as a positive reflection of the UA Community
- Have one (1) active faculty/staff advisor and one (1) active chapter advisor
- Adhere to the UA Code of Student Conduct and mission of The University of Alabama
- Adhere to relevant University policies, rules, and regulations.
- Ensure that all required paperwork and/or documentation is correct, signed and submitted by the requested deadline to The Office of Fraternity and Sorority Life
- Register annually with the Office of Student Involvement and maintain Full Recognition with the Office of Fraternity and Sorority Life
- Have at least ten (10) members at the time of expansion/re-organization/re-chartering/re-activation and sustain a membership of no less than (5) five active members in “good standing” with the University and the inter/national organizations, if applicable.
- Maintain an affiliation with a recognized Greek governing/coordinating council, unless exempted from such affiliation by an appropriate University official.
- Provide notice and details to the Dean of Students within twenty-four (24) hours of receiving notice of any investigation, sanction, probation, discipline, or misconduct related issue involving the chapter or any of its members and the inter/national organization.

### **Advisor Expectations**

Advisors are expected to adhere to the following:

- Be knowledgeable of chapter policies and current academic standing
- Be familiar with The Code of Student Conduct, the mission of The University of Alabama, and relevant University policies, rules, and regulations applicable to the chapter.
- Serve as a mentor to the members of the organization
- Utilize the Advisor Manual provided by the Office of Fraternity and Sorority Life.
- Provide notice and details to the Office of Fraternity and Sorority Life within twenty-four (24) hours of receiving notice of any investigation, sanction, probation, discipline, or misconduct related issue involving the chapter or any of its members and the inter/national organization.

## **Office of Fraternity & Sorority Life Paperwork**

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The Office of Fraternity and Sorority Life expects **ALL** recognized social Greek organizations to submit requested paperwork and/or forms, including electronic forms, registrations and other submissions made via a UA hosted websites or exchanged via email with standardized email attachments by the

designated due date. Chapters failing to adhere to this directive are subject to monetary fines and/or loss of privileges. This includes, but is not limited to, the following:

- Anticipated House Resident List
- Registration of Social Events
- “Swap” Contracts
- FERPA Grade Release Form
- Greek Roster Verification
- New Officer List
- New Member Rosters
- Meal Plan changes
- Summer Housing Information
- Hazing Policy Acknowledgement(s)

## **Eligibility Requirements for Membership**

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The University of Alabama, Office of Fraternity and Sorority Life, and the UA fraternity and sorority community are committed to being a welcoming and inclusive campus characterized by access and opportunity, which allows students and prospective students the opportunity to choose what they want their individual Greek experience to be and know that there are no barriers preventing this choice from happening.

Furthermore, the University of Alabama complies with all applicable laws prohibiting discrimination, which are outlined in the [University’s nondiscrimination notice](#) and in its [harassment policy](#). Membership in registered student organizations shall be open to all students of the University of Alabama without regard to genetic information, race, color, religion, national origin, sex (which includes sexual orientation, gender identity, and gender expression), age, disability or veteran status, except in cases of designated fraternities and sororities exempted by federal law from Title IX regulations concerning discrimination on the basis of sex. Individuals who have concerns about the recruitment process are encouraged to contact the Dean of Students at 205-348-3326.

### **The Alabama Panhellenic Association (APA)**

Applicants who wish to participate in recruitment must be a regularly enrolled female student or plan to be a full-time female student in good standing with The University of Alabama at the time of recruitment in August. In order to be eligible for Alabama sorority recruitment, you must register for recruitment online and pay the required registration fee. Alcohol should not be present at any event that involves the recruitment of potential new members.

### **Interfraternity Council (IFC)**

IFC fraternities recruit members during the spring and summer prior to the fall semester. The Interfraternity Council holds an informal recruitment during late August and early September. During informal recruitment, each prospective new member has the opportunity to interact with individuals from fraternities and visit their house. Chapters may also host independently planned and executed recruitment events throughout the year, providing that these events abide by their local or inter/national policies, and with the policies of The University of Alabama and the Alabama Interfraternity Council. Alcohol should not be present at any event that involves the recruitment of potential new members.

### **The National Pan-Hellenic Council (NPHC)**

NPHC organizations participate in a delayed recruitment process called Membership Intake. Before an individual can join a NPHC organization, he or she must have accumulated 12 or more semester hours at the University, have at least a 2.5 cumulative GPA and attend NPHC Convocation in the academic

year that the student participates in Intake. NPHC Convocation is an educational session that takes place in the fall and spring of the academic year. The purpose of Convocation is to provide a brief overview of membership in a NPHC fraternity and sorority. Alcohol should not be present at any event that involves the recruitment of potential new members.

### **United Greek Council (UGC)**

UGC has a delayed Membership Intake/Recruitment Process. Before an individual can join a UGC organization, he or she must be a student at The University of Alabama. Each organization has their own national or local membership intake/recruitment process they must follow. Alcohol should not be present at any event that involves the recruitment of potential new members.

## **Policies and Reporting**

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### **Code of Student Conduct**

Fraternities and sororities are subject to the [UA Code of Student Conduct](#) and are expected to abide by the Code of Student Conduct on and off campus. Chapters and their members are required to follow all University, University Greek governing council, and inter/national or local organization policies, including, but not limited to: policies related to risk management, discrimination, hazing, Title XI, sexual misconduct, drugs and alcohol. Fraternities and sororities found to be in violation of the Code of Student Conduct or University policy are subject to discipline including, but not limited to, probation, revocation of privileges, suspension, fines, and/or expulsion from The University of Alabama. For more information, and to read the full code, visit [The Office of Student Conduct](#).

### **On-Campus Social Event Guidelines**

Organizations registering on-campus events must electronically register their social event and submit all applicable fees and documentation through the Office of Student Involvement as required by the University's Social Event Guidelines. Registration of an event does not imply that the event has been or will be approved. All registrations will be processed and the event chairperson will receive a copy of this form upon request. Failure to follow the requirements of the Social Event Guidelines may result in the loss of an organization's social privileges. Refer to the [Social Event Guidelines](#) for more details.

### **Hazing Policy**

The University does not condone hazing, regardless of its form. Indeed, hazing is prohibited by the University's Code of Student Conduct and considered a crime in the State of Alabama under Alabama Code § 16-1-23. No individual shall directly engage in hazing or indirectly encourage, aid, or assist any other person in hazing. All students and other University representatives, including employees, should immediately report known or suspected hazing violations as directed herein. For more information, please review [the University's Hazing Policy](#).

### **Sexual Misconduct Policy**

The University is committed to providing an environment free from sexual misconduct and discrimination based on sex, sexual orientation, gender identity, and gender expression and expects individuals who live, work, teach, study within or visit this community to contribute positively to the environment and refrain from behaviors that threaten the freedom or respect that every member of our community deserves. Students who are found to be in violation of the University's Sexual Misconduct Policy will be subject to corrective action up to and including expulsion from the University.

For more details on the University's Sexual Misconduct Policy, including information on training, resources, accommodations, procedures, and penalties, please contact [The Office of Title IX Coordinator](#).

## **Alcohol and Other Drug Policy for Students**

Recognized fraternities and sororities should regularly have each member review and understand the [University's Alcohol and Other Drug Policy for Students](#). Each organization and its members shall comply with the requirements of that Policy at all times.

## **UAct**

Any student, faculty or staff member, applicant or campus visitor who has concerns about discrimination, harassment, sexual assault or sexual violence or retaliation is encouraged to seek the assistance of the appropriate University official. If the situation is an emergency or you or someone you know needs immediate assistance, please contact The University of Alabama Police Department at 205-348-5454. Behavior of this type may constitute a crime. Individuals are encouraged to contact the University Police at 205-348-5454 to discuss criminal charges that may apply and the appropriateness of a criminal investigation. For additional information on available reporting channels within the University, please visit [UAct](#).

## **Insurance Requirements**

Each organization must produce a certificate of commercial general liability insurance (with no liquor liability exclusions) to the University's satisfaction in the amount of \$1,000,000 per occurrence, \$2,000,000 aggregate, and name The Board of Trustees of the University of Alabama as an additional insured and waiver of subrogation provision, using the following language in the certificate:

*"The Board of Trustees of the University of Alabama, its individual trustees, officers, directors, employees, agents and representatives are included as an additional insured as respect to the Commercial General Liability and Excess/Umbrella Liability policies. Unless precluded by law, all policies waive the right to recovery or subrogation against the Board of Trustees of the University of Alabama, its individual trustees, officers, directors, employees, agents and representatives."*

Chapters with housing facilities must provide property insurance as well.

Special events hosted by two or more recognized organizations and/or with an expected attendance in excess of 500 may be required to provide additional limits of insurance as determined by the Office of Risk Management.

The Office of Fraternity and Sorority Life, with the concurrence of the Office of Risk Management, may modify this requirement for circumstances justifying lower policy limits. Chapters are expected to update their insurance documents by November 30th of every year or within 15 day following the expiration of the required insurance policy.

## **New Member/Pledge/Membership Intake Education**

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Any new member program that a recognized fraternity or sorority conducts shall comply with all relevant University policies and council and/or inter/national organization constitutions, rules, policies, or by-laws. Further, the program should incorporate the following:

- Ensure that all new members are currently enrolled UA students.
- Academic performance by new member/membership intake class must take priority over new member/membership intake activities. No required new member/membership intake activities may be scheduled that conflict with academic commitments
- All forms of hazing are prohibited. Each new members/membership intake class member must sign a Hazing Policy Acknowledgment stating that they have read and understand the University's Hazing Policy.



- Chapters MUST initiate in the same semester of new member/membership intake activities, unless otherwise approved in advance by The Office of Fraternity & Sorority Life, and the respective local or inter/national office.
- Ensure that Chapters adhere to council policies pertaining to New Member Education/Membership Intake.

### **New Member Presentations**

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- New member presentations are defined as the public presentation of new initiates into an organization.
- The Office of Fraternity and Sorority Life must receive notification of all new member presentations at least ten (10) business days prior to performance.
- New member presentations must occur between the hours 5:00 pm and 10:00 pm.
- New member presentations are not to be scheduled on the day/time of a previously registered organization.
- All New Member Presentations must be clean and absent of any profanity. This includes, music, vulgar acts, chants, etc.
- No physical abuse will be tolerated. This includes, but is not limited to: slapping, kicking, spitting, punching, caning, etc. Canes, staffs, sticks, bricks etc. may be used as a part of the performance, but may not be used as a weapon to harm another individual.
- No hazing may occur prior to, during, or after the presentation.
- Disruption by other attending organizations will not be tolerated. Groups or individual who cause a disruption will be asked to leave the performance and may be referred to the Office of Student Conduct.

# Crisis Management

Crisis Management Guidelines are provided to you in an effort to provide a logical framework in the event of a crisis involving your chapter. Though our hope is that preventative measures such as fire safety, alcohol regulation and hazing elimination will help chapters avoid many potential crises, it is unrealistic to believe that no MSU fraternity or sorority will ever need these guidelines. Tragedies do occur and cannot be predicted. Taking the time to prepare for—and ultimately prevent—the tragedies that can be avoided could save not only the life of a member, but also the life of your chapter.

These guidelines should be used if a tragedy or crisis involving your chapter occurs either on or off chapter property. Examples of such situations include, but are not limited to:

- death or injury of a member or guest;
- fire or flood in the chapter house;
- an injury or accident involving alcohol/drugs at chapter events
- an injury or accident involving a member and/or a non-member at or during a chapter event or on chapter property.

Some chapters may already have similar crisis management guidelines that have been developed by their national/international organizations. This document supplements those procedures by providing names and telephone numbers of University officials who can be of assistance.

## Member Education

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1. The entire Executive Board of your chapter should review these crisis management procedures and be familiar with important concepts of handling a crisis. Every chapter officer should have a copy of these procedures.
2. Be certain that all members in the chapter (including new members) know that the chapter president is in charge of every emergency situation. Though the president may choose to consult with other members who have some expertise or insight, final authority should rest with the president.
3. In the event the president is absent, the next ranking officer should assume control. If such rankings are not already in place, chapters should define officer rankings and include them in the chapter bylaws.
4. All members must know who is in charge and be prepared to follow instructions. Include a review of the chapter's crisis management guidelines in a risk management education program each semester. The advisor or House Corporation representative should also be aware of the procedures.

## General Procedures

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1. In nearly all situations, the president's first call will be to the 911 emergency number. Briefly and calmly explain the situation so that the appropriate emergency personnel can respond. Please wait to cooperate and help emergency personnel on the scene.
2. Close the chapter house immediately. Permit only your members and appropriate officials to enter. Any guests in the house should be asked to leave unless notified by UAPD for guests to stay. Assign one or more responsible members to calmly control access to the chapter house and ask for members and guests to stay off of social media.
3. Contact University officials. During business hours (8:00 a.m. - 5:00 p.m., Monday - Friday) contact the Office of Fraternity or Sorority Life at 205-348-2693. Tell the person answering the

phone that this is an emergency call and ask for Dr. Kat Gillan, Jared Pacileo, or Kathleen Duffy. If the University's administrative offices are not open, contact the UAPD at 205-348-5454. Inform the dispatcher of the nature and location of the emergency and tell him or her that you have already contacted 911 emergency personnel. Campus Police will then contact the necessary University Fraternity and Sorority Life personnel as well as the Student Life professional on duty.

4. Contact your chapter's alumni advisor and inform him/her of the situation. Ask him/her to come to the chapter house or event location immediately in order to consult with chapter officers and University officials. Contact your national/international headquarters once you have confirmed with alumni advisor.
5. Assemble your members, including new members, in a group. Explain that there has been an emergency and that the house is closed to all but members and appropriate University/emergency personnel. Instruct the members not to speak to anyone outside the chapter about the incident except police and University officials. Do not discuss details, speculate on events, or otherwise elaborate on the situation until police, University officials and the chapter advisor arrive. Emphasize the need to remain calm and assure chapter members that everything is under control. If there is a need to inform members who are not present, the president may delegate this responsibility to another member. Have him/her use his/her cell phone in order to keep the house phone and chapter presidents' phone free.

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### **Serious Injury or Death of a Member**

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1. Do not notify the parents. In the event of a serious injury or death, medical or police personnel will notify the family. Current parent/guardian contact information should always be on file with the university and with the chapter. After you know the entire family has been contacted, it is appropriate then and only then for a chapter representative to call and share the chapter's concern. Please ask members to not post information via social media.
2. If the member lives in the chapter house, do not remove any personal items from the room. Do not allow other chapter members to enter the room. Temporarily move any roommate(s) to another room in the house. Keep the door locked and allow only authorized personnel to enter the room. Keep the area clear during investigation.
3. After you are sure that the family has been notified and received approval from Dean of Students Office, seek the advice of the family regarding the member's belongings. You may offer to pack them in boxes, but it is more likely the family will want to do this themselves. Before they arrive, make sure that any borrowed items have been returned. When they arrive, have empty boxes available and offer to help. Keep in mind, however, that this is a very difficult time for the member's family and they may want some privacy.
4. In the case of a death, members' attendance at a funeral or memorial service should be coordinated with the funeral director and the family. Discuss with the family or the family's clergyman the possibility of conducting a separate memorial service for the deceased member at a later time.
5. In the case of a serious injury or illness, contact the member's family regarding their desires for visitation by chapter members. Always respect the wishes and desires of the family even if the ill member insists on more frequent visits.

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### **Managing the Media**

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1. If the news media contacts the chapter, only the designated spokesperson (the chapter president or chapter advisor) should speak for the chapter. With the assistance of chapter legal counsel, the chapter advisor and university officials, the chapter should carefully prepare a

formal statement to be issued to the media. The university can help the chapter through this process. Prior to the development of such a statement, the following standby statement may be useful:

*"We can confirm that (describe incident briefly) occurred on (day) at (time) at (location). We will do all we can to provide information as it becomes available. Currently, we are working with the authorities. Further information will be given when we have completed our investigation of all pertinent matters."*

**Absolutely nothing else should be said.** Respond to any additional questions with: "When we have completed our investigation, we will release more information."

2. Keep the chapter house locked in order to keep out unwanted visitors.
3. Consider holding any press briefings away from the chapter house. Involve your alumni advisors, University officials, and Headquarters staff in such decisions.
4. Do not release any names to the media until a University official has advised that the timing is appropriate.
5. Update the media consistently, but only when there is something to say. Establish a distribution list for one-page updates or releases to the media.

## **How to Cope**

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Remember that University officials are always available for counseling and other assistance. Do not hesitate to call the University Student Counseling Center at 205-348-3863 for assistance. Individual and group counseling is strongly recommended following any crisis situation. No matter how well things appear to be going, counseling and other support services are both wise and appropriate.

# Housing Policies and Procedures

## Alumni/ae Events at Greek Facilities

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Alumni/ae events (e.g. GameDay, House Dedication, Alumni/ae Weekend, etc.) hosted by the local House Corporation Board and/or Alumni/ae Association at a chapter house that include outside catered food and/or alcohol, use of the facility when it is closed, or events when a large number of guests are expected at the facility, should be registered with the University via a [Permissive Use Agreement](#).

## Third Party Vendor Alcohol Distribution

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Events where alcohol is provided by a Third Party Vendor in return for some form of payment (e.g., cash bar, paying for a dinner ticket, donations made in return for drink tickets, fundraising events, etc.), require approval from [State of Alabama Alcoholic Beverage Control \(ABC\) Board Licensing & Compliance Division](#) and the [City of Tuscaloosa](#), in order to sell on the premises, where the function is to be held. Specifically, the Third Party Vendor is required to secure a temporary [Special Event License](#) from the ABC Board, via the [Special Event Application Process](#). Since the event is being held on UA Property, an executed [Catered Beverage Service Permissive Use Agreement PUA](#), available from the OFSL, must be included at the time of application. For additional guidelines regarding events with outside catered food and alcohol, please refer to UA's [Alcohol Policy](#) and [Outside Catering Program](#).

## Grounds Use Permits

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Events held in the front yard are also subject to the [General Terms and Conditions for Grounds Use](#), which includes applying for a [Grounds Use Permit \(GUP\)](#) at minimum, 7-10 days in advance of the event. Additionally, events with an inflatable and/or a tent larger than a 10×10 that is secured to the ground using stakes, require a an underground utilities locate. For information about line locates, please contact Chad Elliott, Inspection Coordinator, at (205) 348-7563 or [crelliott@fa.ua.edu](mailto:crelliott@fa.ua.edu).

For assistance in planning an Alumni/ae event at a chapter house, please contact Julie Elmore, Manager of Greek Housing and Properties, at (205) 348-2693 or [jelmore@ua.edu](mailto:jelmore@ua.edu).

## Construction Projects

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All proposed major maintenance, renovation, addition or new construction projects related to Student Organization Housing on The University of Alabama campus, regardless of funding source for the project (i.e. UA Borrowed Funds vs. Student Organization Funds), must be submitted to the UA Student Organization Facilities Committee for review prior to beginning any work. Student Organizations that wish to undertake a project must follow the [Student Organization Construction Project Guidelines](#), which includes submitting a [Student Organization Project Initiation Request Form \(PIR\)](#) to the Office of Fraternity & Sorority Life at least one week prior to the next regularly scheduled Student Organization Facilities Committee meeting. PIR Review meetings are held on the second Wednesday of every month, and special meetings can be called if necessary. Completed PIRs should be submitted to Julie Elmore, Assistant Director of Greek Housing, at [jelmore@ua.edu](mailto:jelmore@ua.edu).

The [Student Organization Housing Design Guidelines for Renovation, Addition and New Construction](#) are specific to Student Organization Housing projects and are supplemental to the University's Design Guidelines and Standards. These guidelines do not supersede or void the

requirements contained in the [University Design Guidelines](#), rather this information provides more in depth criteria applicable to Student Housing projects.

## **Maintenance**

---

The University of Alabama services and maintains all Greek Houses on campus at different levels and for various maintenance items. Currently, the University has two Greek swing spaces houses and six small group Greek houses, where they perform any maintenance needed in the spaces as requested. The swing spaces are typically transition houses while the current Sorority or Fraternity is awaiting their new house to be built.

In addition to daily maintenance items, monthly fire sprinkler inspections, annual elevator assessments and inspections, biennial boiler/hot water heater inspections, and property assessments are performed at all Greek House locations located on campus. The University elects to arrange the State mandated inspections to ensure the required Certificates are obtained for the elevators and boilers/hot water heaters. Furthermore, if a Greek House outside of the UA owned swing spaces has an after-hours emergency related maintenance issue to arise, they can report it to (205) 348-6001 and the UA Facility Shop will respond accordingly.

For questions or concerns regarding University related maintenance repair, assessments, or inspections, please contact Jennifer Brown, Director of Special Property Management at (205) 348-4028 or [jhbrown@fa.ua.edu](mailto:jhbrown@fa.ua.edu).

### **Small Group Housing**

Individuals residing in a small group Greek house, can report their maintenance items to Housing and Residential Communities (HRC) via phone at (205) 348-6676 or via the Internet at [housing.ua.edu](http://housing.ua.edu).

### **Swing Space Housing**

Individuals residing in a University owned swing space, can report maintenance items directly to Jennifer Brown, Director of Special Property Management at (205) 348-4028 or via email at [jhbrown@fa.ua.edu](mailto:jhbrown@fa.ua.edu).

## **Food Allergies**

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Reasonable accommodations must be made for members with food allergies. It is up to the individual member to discuss any concerns related to food allergies with the designated member from their Chapter. A chapter's process for submitting and processing accommodation requests should be included in the member contract, posted on the Chapter website and posted in a visible location at the Chapter house. Members are encouraged to discuss special dietary needs prior to moving into the house, or as soon as possible when there is a new or changed diagnosis or circumstance. The Department of Health Promotion and Wellness offers appointments with a Registered Dietitian who is able to assist students with food allergy education for those who did not receive diet education after a diagnosis or need continued education for their allergy. For members eating in on-campus dining locations, Bama Dining provides a variety of meal options on a daily basis across both meal plan and retail locations. They provide an individualized, cooperative accommodation process for students on meal plans with special dietary needs, and provide an exemption request process for Dining Dollars and the required freshman dining program for students with special dietary needs who feel those programs do not best meet their individual needs.

## Assistance Animal

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An assistance animal is an animal that works, provides assistance, or performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person's disability. If a student with a disability needs to request allowance for a service or assistance animal to be kept in dwelling spaces in a Greek housing facility that is not operated by the University of Alabama's Housing and Residential Communities, the student should address his or her request to the House Corporation Board.

The Americans with Disabilities Act of 1990 limits the scope of a service animal to a dog or a miniature horse which is trained to do work or perform tasks for individuals with disabilities. The work or task the animal is trained to perform must be directly related to the disability. Service animals must be allowed access to all areas of the facility with the owner. Questions that are appropriate to ask the student related to a service animal are: a) whether the assistance animal is required because of a disability, and b) what work or tasks the animal is trained to perform.

Emotional support animals (ESAs), as defined by the United States Department of Housing and Urban Development ("HUD"), which enforces The Fair Housing Act, is an animal that provides emotional support or alleviates one or more of the identified symptoms or effects of a person's disability. ESAs are not restricted to dogs or miniature horses and do not have to be trained. As a House Corporation, you may ask:

(1) does the person seeking to use and live with the animal have a disability; and (2) does the person making the request have a disability-related need for an assistance animal? The answers will determine if the animal serves as a service animal or does the animal provide emotion support that alleviates one or more of the symptoms of the persons existing disability.

House Corporations may require a member whose disability is not readily apparent or known, to submit reliable documentation of the disability and the disability related need for an ESA. If the disability is readily apparent, but the disability-related need for the assistance animal is not, the House Corporation may ask the member to provide reliable documentation of the disability-related need for an assistance animal. It is fair to ask that documentation be provided from a physician, psychiatrist, social worker, or other mental health professional indicating that the animal provides emotional support that alleviates one or more of the identified symptoms or effects of an existing disability. If the documentation establishes that the member has a disability and the animal in question will provide some type of disability-related assistance or emotional support, the animal must be allowed to reside in the facility. The animal can be restricted to the members living space, required to be on a leash when taken outside, must have update to date vaccinations, including rabies, cannot be left for others to care for overnight, must be under the owner's control at all times, and can be restricted to the length of time the member has a disability related need for the animal.

Permission to allow the ESA can be denied if: (1) the assistance animal in question poses a direct threat to the health or safety of others that cannot be reduced or eliminated by other reasonable accommodations, or (2) the assistance animal in question would cause substantial physical damage to the property of others that cannot be reduced or eliminated by other reasonable accommodations.

House Corporation Boards are encouraged to consult legal counsel and consider including specific language in resident contracts related to assistance animals.

## Appendix A:

# Council Score Cards/Grade Reports





**Alabama Panhellenic Association (APA)**

	Total Members		Active Members		New Members		President's List (4.0)		Dean's List (3.5-3.99)		3.0 or Above	
	GPA	#	GPA	#	GPA	#	#	%	#	%	#	%
1   Alpha Gamma Delta	3.67	409	3.69	295	3.60	114	122	30	161	39	370	90
2   Alpha Chi Omega	3.64	441	3.63	329	3.67	112	151	34	143	32	370	84
3   Chi Omega	3.64	455	3.62	346	3.67	109	141	31	164	36	391	86
4   Delta Gamma	3.60	434	3.60	315	3.59	119	134	31	142	33	359	83
5   Alpha Delta Chi	3.55	22	3.51	17	3.70	5	7	32	8	36	19	86
6   Delta Delta Delta	3.53	412	3.56	295	3.45	117	90	22	151	37	333	81
7   Alpha Omicron Pi	3.52	396	3.54	272	3.48	124	102	26	142	36	317	80
8   Alpha Delta Pi	3.51	384	3.50	274	3.55	110	95	25	139	36	306	80
9   Kappa Delta	3.51	436	3.53	326	3.45	110	99	23	168	39	356	82
10   Phi Mu	3.51	419	3.50	304	3.54	115	81	19	169	40	348	83
11   Pi Beta Phi	3.48	397	3.46	278	3.52	119	96	24	127	32	318	80
12   Kappa Alpha Theta	3.45	414	3.47	291	3.39	123	81	20	154	37	329	79
<b>All APA - 3.45</b>												
13   Kappa Kappa Gamma	3.44	445	3.42	331	3.50	114	88	20	159	36	354	80
<b>All Sorority - 3.44</b>												
<b>All Undergraduate Women - 3.35</b>												
14   Sigma Delta Tau	3.34	51	3.49	32	3.08	19	10	20	15	29	36	71
15   Zeta Tau Alpha	3.34	401	3.33	288	3.35	113	66	16	127	32	293	73
<b>All Greek - 3.31</b>												
16   Delta Zeta	3.22	375	3.22	217	3.23	158	45	12	107	29	247	66
17   Gamma Phi Beta	3.20	382	3.23	252	3.13	130	46	12	102	27	254	66
<b>All Undergraduate - 3.20</b>												
18   Sigma Kappa	3.10	239	3.11	140	3.08	99	31	13	60	25	135	56
19   Alpha Phi	3.03	399	3.06	233	2.99	166	27	7	101	25	240	60

**Undergraduate Statistics**  
All Undergraduate - 3.20 32,287  
Women - 3.35 18,072  
Men - 3.02 14,215

**Unaffiliated Statistics**  
All Unaffiliated - 3.14 21,212  
Women - 3.28 10,781  
Men - 3.01 10,431

**Greek Community Statistics**  
All Greek - 3.31 11,099  
All Sorority - 3.44 7,154  
All Fraternity - 3.06 3,945

**Greek Council Statistics**  
APA - 3.45 6,911  
IFC - 3.04 3,501  
NPHC - 2.93 241  
UGC - 3.36 446

\*Grades reported by the Office of the University Registrar on 2/4/2020

\*\* GPA not reported for <5 members, unless permission is received from the chapter leadership



### Interfraternity Council (IFC)

	Total Members		Active Members		New Members		President's List (4.0)		Dean's List (3.5-3.99)		3.0 or Above	
	GPA	#	GPA	#	GPA	#	#	%	#	%	#	%
1 Alpha Tau Omega	3.43	166	3.36	115	3.58	51	38	23	48	29	127	77
2 Sigma Phi Epsilon	3.41	151	3.46	108	3.28	43	26	17	51	34	118	78
3 Alpha Epsilon Pi	3.31	32	3.16	22	3.64	10	3	9	10	31	19	59
<b>All Greek - 3.31</b>												
4 Sigma Alpha Mu	3.25	53	3.24	39	3.29	14	7	13	16	30	35	66
5 Phi Kappa Psi	3.24	167	3.21	109	3.29	58	11	7	51	31	113	68
6 Sigma Chi	3.21	177	3.22	121	3.19	56	18	10	46	26	120	68
Phi Gamma Delta	3.21	149	3.11	110	3.49	39	18	12	42	28	101	68
<b>All Undergraduate - 3.20</b>												
8 Sigma Tau Gamma	3.18	107	3.26	88	2.83	19	16	15	25	23	71	66
9 Zeta Beta Tau	3.16	112	3.11	84	3.30	28	10	9	32	29	75	67
10 Beta Upsilon Chi	3.14	26	3.15	24	**	2	4	15	7	27	17	65
11 Theta Chi	3.07	154	3.21	104	2.76	50	14	9	38	25	88	57
12 Delta Tau Delta	3.06	96	3.12	68	2.91	28	10	10	19	20	51	53
Sigma Alpha Epsilon	3.06	141	2.92	100	3.40	41	18	13	25	18	79	56
<b>All Fraternity - 3.06</b>												
14 Delta Kappa Epsilon	3.04	189	2.98	142	3.24	47	14	7	46	24	115	61
<b>All IFC - 3.04</b>												
15 Kappa Alpha	3.02	161	3.01	117	3.04	44	9	6	37	23	93	58
Sigma Pi	3.02	116	3.15	84	2.65	32	14	12	25	22	66	57
<b>All Undergraduate Men - 3.02</b>												
17 Sigma Nu	3.00	140	3.09	95	2.80	45	15	11	31	22	77	55
18 Alpha Kappa Lambda	2.94	85	3.00	58	2.78	27	6	7	13	15	41	48
19 Pi Kappa Alpha	2.92	133	3.11	81	2.59	52	5	4	28	21	71	53
20 Phi Kappa Tau	2.91	66	2.96	45	2.78	21	7	11	10	15	38	58
21 Chi Phi	2.89	113	2.89	70	2.90	43	8	7	16	14	56	50
22 Alpha Sigma Phi	2.87	43	2.92	39	**	4	1	2	10	23	23	53
Beta Theta Pi	2.87	145	2.82	109	3.01	36	12	8	20	14	69	48
Phi Delta Theta	2.87	105	2.93	70	2.72	35	8	8	22	21	56	53
Phi Sigma Kappa	2.87	104	2.84	74	2.96	30	7	7	21	20	51	49
Pi Kappa Phi	2.87	109	2.97	74	2.66	35	7	6	21	19	50	46
Lambda Chi Alpha	2.86	110	3.02	76	2.46	34	7	6	14	13	60	55
28 Alpha Delta Phi	2.80	61	2.94	38	2.51	23	3	5	10	16	26	43
Phi Kappa Sigma	2.80	66	2.73	51	3.03	15	2	3	16	24	33	50
30 Delta Chi	2.78	106	2.85	62	2.69	44	10	9	18	17	51	48
31 Kappa Sigma	2.74	118	2.68	81	2.87	37	8	7	16	14	57	48

**Undergraduate Statistics**  
All Undergraduate - 3.20 32,287  
Women - 3.35 18,072  
Men - 3.02 14,215

**Unaffiliated Statistics**  
All Unaffiliated - 3.14 21,212  
Women - 3.28 10,781  
Men - 3.01 10,431

**Greek Community Statistics**  
All Greek - 3.31 11,099  
All Sorority - 3.44 7,154  
All Fraternity - 3.06 3,945

**Greek Council Statistics**  
APA - 3.45 6,911  
IFC - 3.04 3,501  
NPHC - 2.93 241  
UGC - 3.36 446

\*Grades reported by the Office of the University Registrar on 2/4/2020

\*\* GPA not reported for <5 members, unless permission is received from the chapter leadership



### National Pan-Hellenic Council (NPHC)

	Total Members		Active Members		New Members		President's List (4.0)		Dean's List (3.5-3.99)		3.0 or Above	
	GPA	#	GPA	#	GPA	#	#	%	#	%	#	%
1 Zeta Phi Beta	3.46**	4	**	3	**	1	1	25	1	25	3	75
All Greek - 3.31												
2 Sigma Gamma Rho	3.28	7	**	2	3.27	5	1	14	1	14	5	71
All Undergraduate - 3.20												
3 Delta Sigma Theta	3.09	57	3.09	57	-	-	9	16	15	26	35	61
4 Alpha Kappa Alpha	2.98	93	2.98	93	-	-	10	11	14	15	51	55
All NPHC - 2.93												
5 Alpha Phi Alpha	2.85	28	2.85	28	-	-	1	4	6	21	14	50
6 Kappa Alpha Psi	2.64	25	2.64	25	-	-	1	4	3	12	9	36
7 Phi Beta Sigma	2.54	11	**	4	2.55	7	-	-	-	-	2	18
Omega Psi Phi	2.54	16	2.54	16	-	-	-	-	2	13	5	31

### Undergraduate Statistics

All Undergraduate - 3.20 32,287  
Women - 3.35 18,072  
Men - 3.02 14,215

### Unaffiliated Statistics

All Unaffiliated - 3.14 21,212  
Women - 3.28 10,781  
Men - 3.01 10,431

### Greek Community Statistics

All Greek - 3.31 11,099  
All Sorority - 3.44 7,154  
All Fraternity - 3.06 3,945

### United Greek Council (UGC)

	Total Members		Active Members		New Members		President's List (4.0)		Dean's List (3.5-3.99)		3.0 or Above	
	GPA	#	GPA	#	GPA	#	#	%	#	%	#	%
1 Phi Sigma Pi	3.60	147	3.59	132	3.71	15	47	32	53	36	124	84
2 Alpha Omega Epsilon	3.54	82	3.54	68	3.53	14	22	27	26	32	63	77
All UGC - 3.36												
All Greek - 3.31												
3 Phi Mu Alpha	3.26	29	3.23	27	**	2	8	28	5	17	19	66
4 Kappa Kappa Psi	3.21	23	3.24	15	3.17	8	4	17	8	35	16	70
All Undergraduate - 3.20												
5 Eta Omega Pi	3.17	7	3.17	7	-	-	1	14	2	29	5	71
6 Theta Tau	3.05	151	3.08	127	2.94	24	14	9	27	18	90	60
7 Delta Lambda Phi	**	4	**	3	**	1	-	-	1	25	3	75
8 Sigma Lambda Beta	**	3	**	3	-	-	-	-	-	-	1	33

### Greek Council Statistics

APA - 3.45 6,911  
IFC - 3.04 3,501  
NPHC - 2.93 241  
UGC - 3.36 446

\*Grades reported by the Office of the University Registrar on 2/4/2020

\*\* GPA not reported for <5 members, unless permission is received from the chapter leadership

## Appendix B:

# Common Greek Life Terms

**ACTIVE:** A member who has been initiated into lifelong fraternity or sorority membership and is active at the collegiate level.

**ALUMNI/AE:** Initiated fraternity or sorority members who have graduated from college.

**BID:** A formal invitation to join a particular sorority or fraternity.

**BIG BROTHER/BIG SISTER:** An active member who serves as a mentor to a new member during their new member program.

**CALL:** A vocal sound used by members of NPHC and UGC organizations to acknowledge one another.

**CHAPTER:** The local group of a larger national organization designated by a special name or Greek letters.

**CONTINUOUS OPEN BIDDING/RECRUITMENT:** An informal recruitment process that takes place after the conclusion of Primary Panhellenic Recruitment.

**PRIMARY PANHELLENIC RECRUITMENT:** A series of events given by each sorority that are designed to introduce sorority life to potential new members. Formal Recruitment is scheduled by the Panhellenic Council.

**HOUSE DIRECTOR:** A person hired by the house corporation board to manage the day to day operations of the housing facility.

**IFC RECRUITMENT:** A week-long period in which fraternities and potential new members become acquainted.

**INITIATION:** The formal ceremony that marks the beginning of active membership. Each chapter has a different set of initiation requirements.

**INTERFRATERNITY COUNCIL (IFC):** The governing body of UA's 31 social fraternities, of which many are association with the NIC.

**INTERNATIONAL/NATIONAL HEADQUARTERS:** The central organization of a particular fraternity or sorority.

**LEGACY:** A prospective member whose grandparent, parent, or sibling is an alumnus of, or active in, a particular fraternity or sorority. (Please note that most organizations are not obligated to pledge or extend bids to legacies.)

**LINE:** Term used to describe the members of a new member class in NPHC and UGC organizations.

**MEMBERSHIP INTAKE:** The process that NPHC and UGC chapters utilize to recruit, interview, select, and initiate new members. The period of membership intake varies, but cannot exceed eight weeks.

**NATIONAL PAN-HELLENIC COUNCIL (NPHC):** The governing body for the 8 historically African American fraternities and sororities at UA. This is also the name of the national governing body and is sometimes referred to as the Divine Nine.

**NEOPHYTE:** A member of the last line to cross in the local chapter of a NPHC or UGC organization.

**NEW MEMBER/PLEDGE:** A member of a fraternity or sorority going through the new member education/pledging process.

**NEW MEMBER EDUCATION PROGRAM:** A period of education when new members learn the history, ideals, and values of fraternity and sorority life.

**NEW MEMBER EDUCATOR/MEMBERSHIP INTAKE CHAIR:** The liaison between new members and the chapter. This person is responsible for implementing and monitoring the new member program and preparing new members for initiation.

**ORDER OF OMEGA:** A leadership honor society for members of Greek organizations.

**ALABAMA PANHELLENIC ASSOCIATION:** The governing body for the 18 National Panhellenic Conference member sororities/women's fraternities and 1 associate member.

**PHILANTHROPY:** A charitable fundraiser sponsored by a sorority or fraternity.

**POTENTIAL NEW MEMBER (PNM):** A college student participating in recruitment.

**PRESENTATION SHOW/PROBATE:** The introduction of a line to campus. This is usually the first full step show/ exhibition performed by members of the new member class of UGC or NPHC organization.

**PROPHYTE:** A neophyte becomes a prophyte after another line is initiated.

**RECRUITMENT/RUSH CHAIR:** An active member of a sorority or fraternity who is in charge of recruitment efforts for the chapter.

**RECRUITMENT COUNSELOR (SIGMA RHO CHI):** A trained Panhellenic Council sorority member who has disassociated herself from her chapter during Primary Panhellenic Recruitment in order to counsel and assist potential new members during recruitment.

**SOCIAL/SWAP:** A get-together with another group for a party, dinner, or fun occasion.

**STROLL OR PARTY HOP:** A line dance by members of NPHC or UGC organizations.

**STEP:** Synchronized movements using hands, feet, and props (i.e. canes) to create rhythmic beats. Seen at step shows performed by NPHC groups.

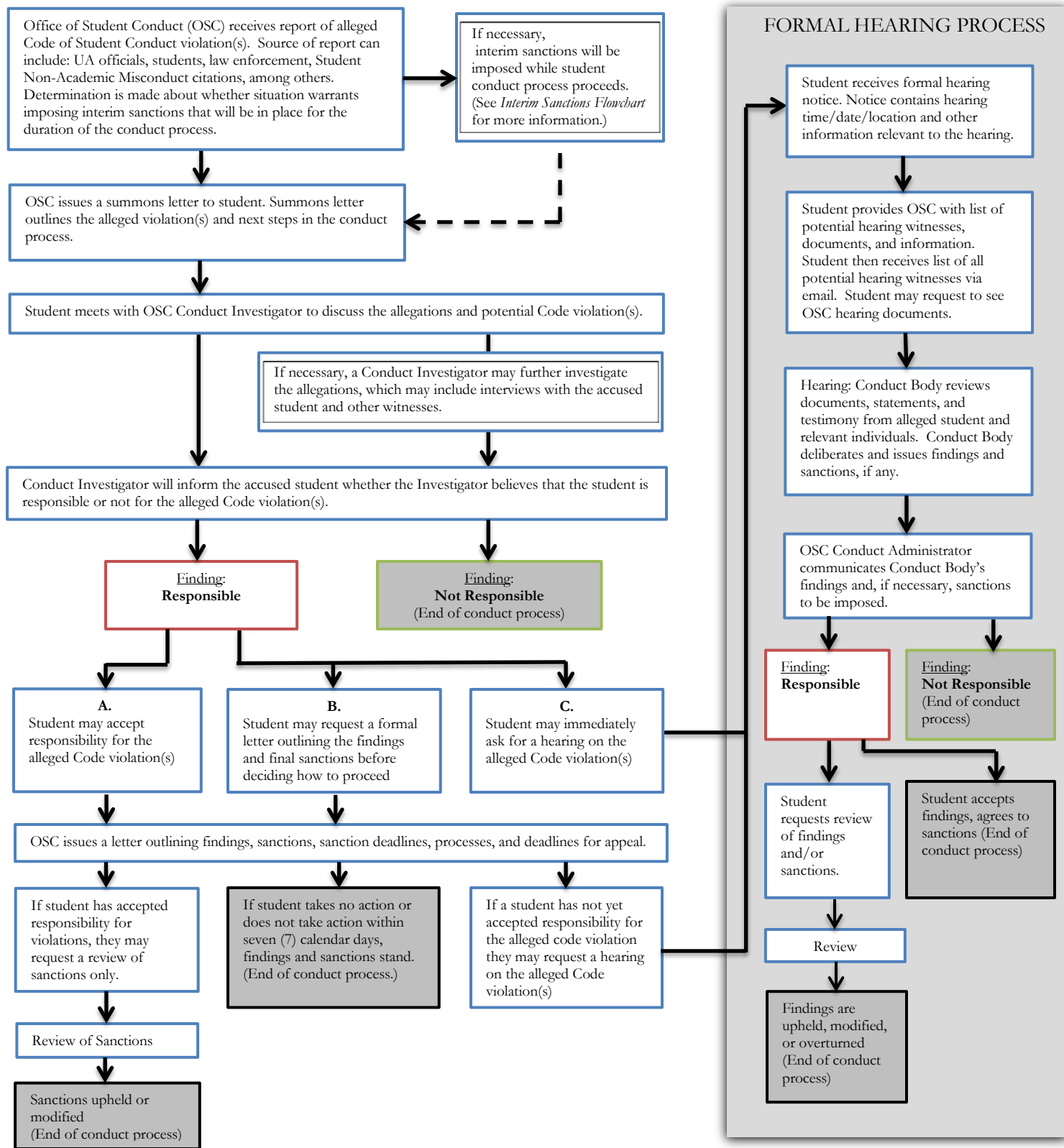
**UNITED GREEK COUNCIL (UGC):** The governing body of the 8 culturally based and special interest group social fraternities and sororities at UA.

## Appendix C:

# Student Conduct Process

# THE UNIVERSITY OF ALABAMA'S STUDENT CONDUCT PROCESS FLOWCHART

This flowchart provides only a general overview of the student conduct process. For more details, please refer to the Code of Student Conduct, which governs the conduct process. Portions of this flowchart may not apply to situations involving sexual misconduct allegations.



## IMPORTANT REMINDERS:

- Findings are based on **preponderance of the evidence**, meaning, "It is more likely than not" that a violation occurred.
- Failure to meet OSC response deadlines and/or sanction deadlines will result in a **hold** being placed on the alleged/sanctioned student's account.
- All official summons and notices will be emailed to the alleged/sanctioned student's **UA email account**.
- Deadlines** are calculated in accordance with Code of Student Conduct, *Article III.(I).1.: Computing Time*.



## Appendix D:

# Medical Emergency Assistance Policy

**Title: Medical Emergency Assistance Policy****ID: UA-63****Administrative Division: Student Life****Unit: STCON – Student Conduct****Effective Date: 5/31/2017****Contact: Todd Borst – Executive Director****Revision Date: 6/1/2018****Purpose:**

The University of Alabama community views the health and safety of our students as a top priority. The Medical Emergency Assistance Policy encourages members of the University community to be accountable, make responsible decisions, and seek medical assistance and treatment when faced with an alcohol or other drug-related potential emergency (including but not limited to alcohol poisoning, or health related complications from other drug use). This policy seeks to diminish fear of disciplinary and conduct sanctions in such situations and to encourage individuals and organizations to seek needed medical attention for students in distress from alcohol or other drug issues.

**POLICY:**

The Medical Emergency Assistance Policy is part of the University of Alabama's comprehensive approach to reducing the harms and risks associated with alcohol and other drug usage. This policy is implemented by the Office of the Dean of Students in conjunction with their designee within the Office of Student Conduct. The Medical Emergency Assistance Policy applies to students seeking and obtaining medical assistance on their own behalf, students seeking and obtaining medical assistance on the behalf of another student, and student organizations seeking and obtaining medical assistance on behalf of a member or guest.

**Student in Need of Medical Assistance**

The Medical Emergency Assistance Policy (MEAP) may apply when a student seeks and obtains emergency medical assistance that is (a) related to use, consumption, or possession of alcohol and/or illicit drugs, (b) does not involve first contacting friends for assistance, and (c) is not first discovered by a University of Alabama employee or public safety official (i.e., UAPD, TPD, faculty, administrative staff, residence hall staff, etc.). Any UA student who seeks and obtains medical assistance on their own behalf may use the Medical Emergency Assistance Policy only once during their matriculation as a student. The availability of the application of this policy for a second incident is at the discretion of the Dean of Students or their designee.

A student seeking or obtaining medical emergency assistance on their own behalf in compliance with this policy will only be eligible for an exemption under this policy when violations of the Code of Student Conduct are related to the use, consumption, or possession of alcohol and/or illicit drugs. However, The University of Alabama reserves the right to refer other types of violations of the Code of Student Conduct, including, but not limited to, disorderly conduct, improper identification (Fake ID), damage to property, distribution of alcohol, distribution of illicit drugs, harassment, hazing, assault, sexual violence, and causing or threatening physical harm, to the Office of Student Conduct.

If the student seeking or obtaining medical assistance has been determined to be eligible for an exemption under this policy by a representative from the Dean of Students, the student will be required to meet with the Dean of Students or their designee to develop a student success plan/agreement outlining appropriate behavioral and education components that maximize the student's personal and academic success. The specific plan/agreement

may include, but is not limited to, behavioral and education elements such as: a Student Success Agreement, enrollment in the MPACT program, Counseling, Assessment, Educational Programming (i.e., AlcoholEDU for Sanctions, Alcohol Education Workshop, and Community Involvement) and a parental notification letter for students under the age of 21.

Upon the successful completion of a designated program, the Dean of Students or their designee grants the student a medical emergency assistance exemption. Should the student fail to comply with or successfully complete the University designated program/agreement set forth by the Dean of Students or their designee, then the student may be referred to the Office of Student Conduct for further action.

### **Student Seeking Medical Assistance for Another Student**

Students who (a) seek medical emergency assistance on behalf of another student experiencing a medical emergency related to use, consumption, or possession of alcohol and/or illicit drugs and (b) do not participate in providing or distributing the alcohol and/or illicit drugs that triggered the medical emergency may not be referred to the Office of Student Conduct for violations of the Code of Student Conduct relating to use, consumption, or possession of alcohol and/or illicit drugs. However, any UA students who seek and obtain emergency medical assistance on the behalf of another student are eligible to benefit from this policy more than once.

A student seeking or obtaining medical emergency assistance on behalf of another student in compliance with this policy will only be eligible for an exemption when violations of the Code of Student Conduct during the incident in question are related to the use, consumption, or possession of alcohol and/or illicit drugs. However, the University of Alabama reserves the right to refer other types of violations of the Code of Student Conduct, including, but not limited to, disorderly conduct, improper identification (Fake ID), damage to property, distribution of alcohol, distribution of illicit drugs, harassment, hazing, assault, sexual violence, and causing or threatening physical harm, to the Office of Student Conduct.

If the student seeking or obtaining medical assistance on behalf of another student has been determined to be eligible for an exemption under this policy by a representative from the Dean of Students or their designee, the student may be required to meet with the Dean of Students or their designee to develop a student success plan/agreement depending upon their involvement in the incident.

### **Student Organizations Seeking Medical Assistance**

Student organizations should promptly seek medical assistance for their members or guests when any potential health risk is observed, including medical emergencies related to the use, consumption, or possession of alcohol and/or illicit drugs. Any UA student organization that seeks and obtains emergency on behalf of their members or guests is eligible to benefit from this policy more than once.

A student organization that seeks immediate medical assistance from appropriate sources may be eligible for mitigation of charges related to organizational violations of The University of Alabama Social Event Guidelines, The University of Alabama Social Alcohol Policy, or the Code of Student Conduct related to alcohol and/or other drugs, provided that the organization completes any educational programming or additional requirements by the Office of the Dean of Students or his/her designee. However, the student organization can and may be held accountable for any other violations of the Code of Student Conduct related to the incident (e.g., endangering the health and safety of others, covered smoke detectors, etc.) and may be subject to further disciplinary action for violation of risk management programs, substance abuse policies and other rules.

### **Law Enforcement and Legal Ramifications**

The Medical Emergency Assistance Policy ONLY applies to violations of The University of Alabama Code of Student Conduct. This policy only provides a mechanism for appropriate University officials to exercise discretion on a case-by-case basis to determine whether to grant an exemption from violations of The University of Alabama Code of Student Conduct. Law enforcement agencies enforcing the laws enacted by the State of Alabama within their jurisdiction, including the University of Alabama Police Department, are not bound by this policy. The University cannot grant an exemption or amnesty for criminal, civil, or other legal consequences for violations of Federal, State, or Local law.

### **Effects of Policy**

This policy applies to any UA student who is a victim and/or witness of any act of sexual misconduct that has also engaged in underage use/consumption or possession of alcohol and/or illicit drugs.

The Office of the Dean of Students or their designee reserves the right to contact any student to discuss an incident whether or not The University of Alabama Medical Emergency Assistance Policy applies to a particular student or organization.

The University reserves the right to adjudicate any case in which the violations are deemed by University officials to be significant, which includes, but is not limited to, referring the case to the Office of Student Conduct. Finally, the policy may not be inappropriately or disingenuously used in an effort to avoid responsibility and any effort to do so may subject the individual or entity to conduct charges.

### **Scope (Policy applies to the following audience):**

- ☒ Students
- ☒ Faculty
- ☒ Staff
- ☐ Contractors
- ☐ Volunteers
- ☐ Other – Specify: Enter other scope description here.

### **Definitions, Procedures, and/or References:**

#### **Definitions:**

The term “**student**” includes anyone admitted to the University and registered for, taking, or pursuing undergraduate, graduate, or professional studies or courses at the University, both full-time and part-time, as well as persons attending classes on campus or off-campus. Person who are not officially enrolled for a particular term but who have a continuing relationship with the University as well as persons participating in orientation are considered “students.”

The term “**student organization**” or “**organization**” means any group of students that has complied with the University’s requirements for registration as a student organization.

### **Approved by:**

## Appendix E:

# Social Event Guidelines

# THE UNIVERSITY OF ALABAMA



## SOCIAL EVENT GUIDELINES FOR STUDENT ORGANIZATIONS

\* Please visit the Office of Student Involvement's website for the most updated version of these Guidelines.  
(<https://thesource.ua.edu/event-smart>)

Revised August 2018

## SOCIAL EVENT GUIDELINES

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The purpose of the Social Event Guidelines is to support students as they sponsor events, encourage the development of leadership skills when planning and hosting events, and help create a safe social environment for the University and surrounding community.

### **\*\*PLEASE READ & UNDERSTAND THESE GUIDELINES\*\***

Student organizations that wish to sponsor an event must comply with these Guidelines and all relevant University policies (<https://www.ua.edu/about/policies/>), including, but not limited to, UA's Drug-Free Campus and Workplace Policy, the Alcohol & Other Drug Policy for Students, Hazing Policy, Sexual Misconduct Policy, and Code of Student Conduct. Student groups should also comply with appropriate local, state, and federal laws as well as fire and police department rules and directives. Additionally, student groups should strictly follow any inter/national or local policies associated with their specific organization or governing bodies, including, among others, risk management and alcohol policies.

Any potential violation of these Social Event Guidelines should be promptly reported to the Office of Student Conduct, where it will be addressed pursuant to the Code of Student Conduct.

**Any individual student and any student group or organization that violates any of the provisions in the Social Event Guidelines or policies governing student conduct shall be subject to all of the disciplinary provisions of the Code of Student Conduct and, depending on the violation, may also be personally subject to separate criminal and/or civil liability.**

In addition to any disciplinary action by The University of Alabama (hereinafter "the University" or "UA"), student groups, or organizations that are member organizations of either local or inter/national groups governed by inter/national organizations may also be subject to disciplinary action by those local or inter/national councils or groups for violations of these Guidelines.

## I. DEFINITIONS

For the purpose of these Guidelines, the terms listed below shall have the following meanings unless a different meaning is clearly indicated by the use of the term in the text.

- A. **“Guest” or “Attendee”** shall mean a person who is invited by the student group that is hosting the social event as well as any individual accompanying the guest. A guest or attendee may also be a member of the group.
- B. **“Member”** shall mean those individuals who are considered actives, pledges, new members, or are otherwise associated with the student group pursuant to the group’s constitution or by-laws.
- C. **“Social Event” or “event”** shall be defined as any on-campus event planned, sponsored, promoted or funded by a student group that is inherently social in nature, including any event sponsored by an alumni/alumnae/graduate group that is promoted by or held in conjunction with the undergraduate or graduate student group. These events are permitted for a maximum of four hours.
- D. **“Philanthropy”** shall be defined as any event not including alcohol that is intended for the purpose of raising awareness and/or monies for a non-profit organization or a cause aimed to better the community. The event may or may not involve participants from the community, who are part of the non-profit or the cause being supported.
- E. **“Student Groups,” “organization” or “student organization”** shall mean any group of students who have complied with the University’s formal requirements for recognition as a student organization.
- F. **“Responsible contact”** shall mean members of an event sponsoring organization that will be present and 100% sober for the duration of an event. Responsible contacts cannot be pledges, new members of the organization, or members in their first semester of membership. Responsible contacts must be clearly identifiable and distinguishable from other attendees (e.g., easily identifiable hats, shirts, vests, etc.). Responsible contacts are expected to oversee the health and safety of the event attendees and the proper implementation of these guideline for the duration of the event. Responsible contacts are to remain completely sober prior to and during the event, and, except in the event of a safety emergency, must remain on site for the entire event (shifts are not acceptable).
- G. **“Common Source”** shall mean any bulk quantity, common container, or freely available alcoholic beverage (e.g., beer, wine, liquor, or punch) that is provided by a student group, member, or guest and that is made available for consumption by any member or guest at a social event. Possessing, furnishing, consuming, or serving from a common source of alcohol is strictly prohibited. A common source shall not include “cash bars” operated by a licensed third party vendor that comply with these guidelines.
- H. **“Swaps”** shall be defined as a social events co-sponsored by two registered social/fraternal student organizations.
- I. **“Third Party Vendor”** shall mean an entity that is properly permitted, licensed, and/or certified by the appropriate local and/or state authority, which may include the Alabama Alcohol Beverage Control (ABC) Board and the City of Tuscaloosa. This might involve, among other things, both a liquor license and a special event license to sell on the premises where the function is to be held. Third party vendors must comply with all UA policies and the requirements of these Guidelines, which may require, among other things, completing a Permissive Use Agreement and/or UA Third Party Vendor Agreement.
- J. **“BYOB (Bring Your Own Beverages) Events”** shall be any event approved to have alcohol present, where event attendees furnish alcohol for their personal consumption. Each attendee may only bring a maximum of six (6) twelve (12) ounce cans/plastic bottles of beer/wine coolers/malt beverages



that are below 15% ABV.

- K. **“Structure”** shall mean something that could be erected for use at a social event, including, but is not limited to, stages, boardwalks, tiki huts, canopies, viewing platforms, decks, temporary walls, bars, and bar tables.
  - L. **“Decorations”** shall be defined as lawn or house adornments, including, but not limited to, signs and/or banners used to promote events.
  - M. **“Inflatables”** and **“amusement devices”** shall be defined as items designed for the entertainment of event participants and/or that require physical strength, agility, or coordination. These include, but are not limited to, water slides/slip-n-slides, bungee run, Velcro wall, gladiator arena, dunk tank, mechanical bulls, bungee trampoline, and rock climbing walls.
- 

## II. REGISTRATION OF ON-CAMPUS EVENTS

### A. Conditions Requiring Registration

1. Events to be registered with the Office of Student Involvement through the online event registration form include, but are not limited to, the following:
  - (a) Events featuring live or recorded musical entertainment or amplified sound, including, but not limited to, band parties;
  - (b) Events defined as swaps, as well as formals, theme parties, step performances, philanthropies, and other events as specified;
  - (c) Events involving 50 or more attendees in addition to the student organization’s members;
  - (d) Events utilizing any outdoor campus property;
  - (e) Events creating potential traffic congestion;
  - (f) Events presenting a potential health or safety hazard;
  - (g) Events providing food to 50 or more members or guests; and
  - (h) Events involving sales, fundraising, and/or the value exchange of items or services.
2. Student organizations are limited to hosting a total maximum of fifteen (15) on campus social events with alcohol during each academic semester (i.e., fall and spring semester).
3. The University reserves the right to limit the number of events requiring the assistance of the University of Alabama Police Department (UAPD) or approved security personnel contracted by a student organization for an event approved by the Office of Student Involvement based on the number of events scheduled at any given time. In addition, UAPD reserves the right to disallow any security personnel or vendor from operating on campus at its sole discretion.
4. An organization required to contract a private security vendor for an event must do so in compliance with the Office of Risk Management’s Security Vendor Program.
5. Registration with the Office of Student Involvement of a social event is the sole responsibility of the student organization(s) sponsoring the event.
6. For policies pertaining to events that do not qualify as “social events” by the definition outlined in this document, please refer to the Student Organization Handbook ([thesource.ua.edu](http://thesource.ua.edu)). Additionally, other University policies and procedures may apply to the scheduling and/or approval of social events (e.g. Facilities & Grounds Use Policy, etc.).
7. Any events held in, on, or around University residence hall(s), grounds, apartments, small group housing, or University contracted housing must seek additional approval from the

Executive Director or Director of Housing and Residential Communities (HRC) at least ten (10) University business days in advance of the event.

## **B. Registration Process**

All social events must be registered through the Office of Student Involvement online event registration form, at least **seven (7) University business days prior to the date the event is scheduled to take place**. Events will be considered on a first come first serve basis.

1. **Events registered less than seven (7) University business days prior to the scheduled event date may not be approved, regardless of the amount of money the group has already invested in the event.** Any event that is registered late is not guaranteed to be approved and, absent extraordinary circumstances, no event submitted less than three (3) University business days before the scheduled event day will be approved. If an event registered less than seven (7) University business days before the event date is approved to move forward, the following fine structure will apply:

<b>First</b> late event registration within an academic year (fall/spring semester)	<b>No fine</b>
<b>Second</b> late event registration within an academic year	<b>\$2 fine per member</b> (e.g., a group with 50 members will owe a \$100 fine / \$2 x 50 members)
<b>Third</b> late event registration within an academic year	<b>\$3 fine per member</b>
<b>Fourth</b> late event registration within an academic year	<b>\$4 fine per member</b>
<b>Fifth</b> late event registration within an academic year	The event will not be allowed to go forward unless the Dean of Students or designee, in their sole discretion, determines mitigating circumstances occurred. If an event is allowed to proceed, there will be a <b>\$5 fine per member</b> .

- (a) If an organization is approved to host an event registered less than seven (7) University business days, then, in addition to paying applicable fines prior to the scheduled event, the organization may be required to meet with a representative from the Office of Student Involvement to discuss how to prevent future late registrations.
  - (b) Any organization found responsible for hosting an unregistered event will be referred to the Office of Student Conduct, where it will potentially be subject to sanctions.
2. **For safety and security reasons, the University may, in its sole discretion, limit the number of registered events allowed to take place at one time on campus. In instances where multiple events are registered and the University deems it necessary to limit the number of registered events for a given time, appropriate events will be allowed to go forward in the order they were registered. Stated differently, the University will begin with the last event registered and begin denying events in reverse chronological order until the proper number of events is reached. In order to reduce the likelihood of having an event denied, organizations should register events with as much notice as possible.**
  3. The University also reserves the right to shut down or otherwise regulate any registered event if, based on information available at the time, University officials, using their discretion, feel that the event is being conducted in a manner inconsistent with the way in which it was registered and/or if a safety or security concern reasonably exists. If a group

is found to be operating an event in a manner inconsistent with the way the event was registered, the group (and possibly individual members) will be referred to the Office of Student Conduct.

4. Social events with an estimated attendance of 50 guests in addition to the student organization's membership will be subject to a \$125 registration fee. The assessment of the registration fee will be determined by the University based on resources, support, and/or additional needs as determined by the University. If alcohol will be present at the event, the organization must pay an additional \$50 alcohol fee for each event.
5. Student organizations must submit fees (and any applicable fines) associated with their event in full by noon on the business day before the scheduled event date. Fees will only be accepted if submitted to the Office of Student Involvement, 3610 Ferguson Center, in the form of a check addressed to the University of Alabama. Failure to submit any outstanding fee balance may result in the cancellation of the associated event.
6. Events are reviewed by multiple, relevant UA departments before official approval is provided to the organization. Because many departments and functional areas are involved in the registration and approval of events on campus, there are additional University of Alabama policies not summarized in this document that may impact the approval timeline and content of on-campus events. Student organizations are encouraged to submit events as soon as possible and remain flexible through the event planning process to ensure that all University of Alabama policies are followed and respected.
7. All organizations holding events on campus, including, but not limited to those that lease and/or own property on the University of Alabama campus, are required to have health and safety inspections prior to approval for each registered social event. Following receipt of a properly submitted online event registration form, appropriate inspections of the facility will occur focused on health and safety. For instance, the Office of Environmental Health and Safety (EHS) personnel will conduct a safety inspection of the premises where appropriate. Organizations will be given time to rectify any violations, but final approval to move forward with the event will only occur after the location has successfully passed inspection. Organizations should contact EHS at 205-348-5905 to schedule health and safety inspections ([ehs.ua.edu](http://ehs.ua.edu)).

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### III. STANDARDS & RESTRICTIONS FOR SOCIAL EVENTS

#### A. Days & Times

1. As noted in the chart below, the Office of Student Involvement will not register events at which the presence of alcohol is planned or anticipated during Sunday through Wednesday. For Thursday and Friday social events, music (both indoor and outdoor) and/or the consumption of alcohol will only be permitted between 9:00 p.m. and 1:00 a.m. Saturday social events with music (both indoor and outdoor) and/or the consumption of alcohol may be registered between 1:00 p.m. and 1:00 a.m., subject to the duration restrictions set forth below.
2. **Events with alcohol cannot last for longer than a four (4) hour time period** and are allowed only during certain times, as noted in the chart below.
3. Multiple events with alcohol cannot be registered on the same day.
4. Multiple events occurring on the same day, but at different times require a 4 hour break between events and a separate registration and approval for each event.

5. All amplified music/sound must stop thirty (30) minutes prior to the conclusion of all registered events.
6. The sale and/or distribution of alcohol must cease no later than thirty (30) minutes before the scheduled conclusion of an event
7. Philanthropy events may be held any day during the week from 8:00 a.m. to 8:00 p.m., as long as they do not interfere with classes or specified event blackout dates. Any event exceeding this time frame must receive an exemption from the Office of Student Involvement.
8. Events may not take place during the following times:
  - (a) During the three (3) day period preceding final exams or for the duration of final exams for the fall and spring semesters or during the two (2) day final exam period of the summer term;
  - (b) Before 5 p.m. on Honors Day (with limited exceptions);<sup>1</sup>
  - (c) On days when the University of Alabama is closed for regular business, including, but not limited to, holidays, fall break, winter break, spring break; and
  - (d) Before the Thursday of the first full week of classes in a semester. Events with alcohol will not be allowed until the organization has completed appropriate alcohol training.
9. Exceptions to these guidelines, including the approval of events not otherwise allowed or provided for, may be made with approval of the Vice President of Student Life (or designee).

	Event W/O Music		Event with Music				Alcohol Allowed*
			Indoor		Outdoor		
	Start	End	Start	End	Start	End	
Sunday	5:00 p.m.	11:30 p.m.	5:00 p.m.	11:30 p.m.	1:00 p.m.	5:00 p.m.	No
Monday	5:00 p.m.	11:30 p.m.	5:00 p.m.	11:30 p.m.	Not Allowed		No
Tuesday	5:00 p.m.	11:30 p.m.	5:00 p.m.	11:30 p.m.	Not Allowed		No
Wednesday	5:00 p.m.	11:30 p.m.	5:00 p.m.	11:30 p.m.	Not Allowed		No
Thursday	5:00 p.m.	1:00 a.m.	5:00 p.m.	1:00 a.m.	Not Allowed		Yes
Friday	5:00 p.m.	1:00 a.m.	5:00 p.m.	1:00 a.m.	5:00 p.m.	1:00 a.m.	Yes**
Saturday	1:00 p.m.	1:00 a.m.	1:00 p.m.	1:00 a.m.	1:00 p.m.	1:00 a.m.	Yes
* Alcohol is not allowed at philanthropy events, recruiting events, or any event where an admission fee is charged.							
**Alcohol is not allowed at events before 9:00 p.m. on Fridays.							

## B. Alcoholic Beverages at Social Events

A student organization that is hosting or sponsoring a social event at which alcoholic beverages will be consumed shall comply—and ensure their event attendees comply—with the following:

1. Beverages with an Alcohol By Volume (ABV) over 15% (e.g., liquor that is over 30 proof,

<sup>1</sup> Any events registered to take place before 5:00 p.m. on Honors Day must be educational in nature and/or for the purpose of celebrating academic achievement in connection with Honors Day activities.

etc.)<sup>2</sup> and/or beer and malt beverages that are produced containing a combination of caffeine and alcohol are only allowed at a registered event if served to individuals of a legal age by a licensed and insured third party vendor in compliance with all UA policies and local, state, and federal laws related to the sale or distribution of alcohol.

2. **Non-alcoholic beverages, which must include water, and non-salty foods must be visible, easily accessible, free, and attractively displayed. Food and water must be available at the commencement of the event and be replenished as necessary throughout the event.**
3. A process should be put in place to confirm the age of every event attendee before their entrance into the event (e.g., check the government issued drivers license or ID of each attendee as they enter). Each group must use **both** of the following procedures for identifying those under and over 21 years of age as they enter the event. Individuals who are **under 21** years of age must have a large, black “X” written on the back of both hands with non-water solvent ink (i.e., a permanent marker) as they enter the event. Individuals who are **over 21** years of age may receive a wristband upon entrance to the party. The wristband must be placed in such a manner that it cannot be easily removed or transferred to another individual.
4. For the duration of a social event, post contact information for available transportation from the event near the event’s main exit. Such information should also be provided to any attendee who requests transportation
5. Social events at which alcoholic beverages will be present shall be sponsored, hosted or held on a “bring your own beverage” (BYOB) basis. Organizations wishing to make alcohol below 15% ABV available to members and guests who are of legal drinking age may do so by hiring a licensed, third-party alcohol vendor to operate a cash only bar. Common sources are prohibited at social events.
6. Alcoholic beverages may be brought to an approved BYOB social event by a member or guest for personal consumption, as long as access is restricted (e.g. ticket check system or locked cooler). All BYOB events must be in compliance with FIPG (Fraternal Information and Programing Group) BYOB polices, including but not limited to, a guest may only bring a maximum of six (6) twelve (12) ounce cans/plastic bottles of beer/wine coolers/malt beverages.
7. The sale and/or distribution of alcohol must cease no later than thirty (30) minutes before the scheduled conclusion of an event.
8. The use of glass containers (e.g., bottles, glasses, etc.) during social events is prohibited.
9. No alcoholic beverages may be purchased through or with social/fraternal organization chapter 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 chapter.
10. No member or pledge, associate/new member or novice shall permit, tolerate, encourage or participate in “drinking games.” 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.
11. No organizational or philanthropic fund-raising event will be approved if alcohol is

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<sup>2</sup> The ABV of most alcoholic beverages is located on the bottle or can. The ABV of liquor can generally be calculated by dividing the proof of the bottle by two. For example, alcohol that is labeled as “80 Proof” has an ABV of 40%.

present. Any event that has an admission charge will be deemed fund-raising and require additional security. The organization is responsible for the expense of the additional security.

12. **All recruitment, rush or membership intake activities associated with any organization will be non-alcoholic.**

### C. Guests/Attendees

1. Social events sponsored by student organizations must be limited to members and invited guests with a valid driver's license or government issued ID demonstrating that they are 18-years of age or older. **Individuals attending high school or younger, regardless of age, are not permitted at registered social events with alcohol unless accompanied by a parent or legal guardian.**
2. Open parties are expressly prohibited. An "open party" shall mean the sponsoring organization fails to control who enters and participates in the event and/or does not have a reliable method to check IDs, maintain and enforce a invitation list, or limit access by non-members.
3. Groups are encouraged to develop an alphabetized invitation list for use by security personnel and the responsible contacts to manage access to the event. The number of individuals on the invitation list should not exceed the approved capacity, the number of attendees reported during the event's registration, or any guest or invitation limitations of your groups inter/national governing organization. A template for an event invitation list is available on The Source's website.
4. A sign shall be conspicuously displayed at the event entrance indicating the event is restricted to members and their invited guests, stating the ending time of the event, and that no glass bottles are allowed.
5. Unless first approved in writing by a representative of the Office of Student Involvement, any form of public advertising on-campus, off-campus, or online (e.g., social media, etc.) to encourage attendance at social events is strictly prohibited. This includes the websites and social media pages of any invited performers, musical acts, or contracted vendors.
6. Any individual who reasonably appears overly intoxicated upon arrival should not be allowed to enter the event. Any event attendee who reasonably appears overly intoxicated at any time during the event should be appropriately removed from the event immediately. Anyone that reasonably appears overly intoxicated should, if needed, be provided with access to medical attention or other appropriate assistance. **If an individual is non-responsive or there is any alcohol or substance abuse related health concern, a call should be placed to UAPD at 205-348-5454 immediately. Organizations are responsible for the safety and actions of all event attendees.** Organizations are encouraged to utilize The University of Alabama's Medical Emergency Assistance Policy for any student in need of medical assistance.
7. Organizations must take appropriate measures to ensure that the crowd at their event, both inside and outside of the house or facility, does not exceed the occupancy limit(s) outlined for the space that are set by EHS or other appropriate officials. Organizations should work with EHS to determine maximum capacity for each event based on the scope of the event, event setup, and the locations at which the event will take place. **Organizations must develop a plan with hired security to prevent attendance at the event from exceeding maximum occupancy for the designated space.**
8. For safety reasons, no organization may host an event that exceeds the maximum fire code

capacity for the house or facility at any given time (i.e., if the party reaches this maximum capacity, the entrance must be closed and new attendees are not allowed to enter until the corresponding number of attendees exit the event). Assuming it falls below the established occupancy limits and does not conflict with a groups inter/national requirements, the standard maximum capacity for any event will be five hundred (500) people. EHS may assess and potentially provide a greater maximum capacity numbers for a specific house or facility based on the setup of the event. EHS will retain ultimate discretion on the absolute maximum capacity of any event based on established occupancy limits and other relevant factors.

#### **D. Event Management & Security**

1. Any organization hosting an event at which alcohol will be present must provide security for that event. Depending on the nature of the event and the estimated crowd, security may or may not be required for events without alcohol. Such a determination shall be made by EHS, in consultation with other University partners.
2. For all events requiring security under these Guidelines, organizations are required to use a security vendor registered with the University Security Vendor Program, which have represented they meet all statutory requirements set forth in ALA. CODE § 34-27C-1 et seq. Additional information on the University's Security Vendor Program is available at <http://riskmanagement.ua.edu/security/>.
3. The number of security personnel required for an event will be determined by the following:
  - (a) A minimum of two (2) security officers are required for any event.
  - (b) At least two (2) security officers must monitor the event's main entrance/exit at all times and at least one (1) security officer must be stationed at every exit for the duration of the event.
  - (c) In addition to the security officers monitoring the entrance/exits, an additional two (2) security officers for every 100 attendees must be present and patrolling the event, which includes, but is not limited to monitoring access to any residential space in the facility.  
**Example: 400 attendees at event with 1 entrance and 2 exits = 12 security officers (2 at main entrance, plus 1 at each of the exits, plus 8 to patrol the event).**
4. Organizations are responsible for maintaining control of attendees at their events, including identifying and eliminating high-risk behaviors. Appropriate emergency contact information must be easily available and highly visible at the event.
5. Organizations should notify UAPD at 205-348-5454 of potential problems and/or legal violations, which includes any of the following:
  - (a) Uninvited guests who are creating issues;
  - (b) A violation or suspected violation of the law;
  - (c) Deployment of force (e.g., physical, pepper spray, etc.);
  - (d) Injury(s) or other medical issues;
  - (e) Violation of any applicable University policy or procedure;
  - (f) Discharge of a fire extinguisher;
  - (g) Number of attendees at the event exceeds fire code occupancy limits, on-campus housing occupancy limits, or the estimated number of attendees identified in the organizations event registration (whichever number is smaller); or
  - (h) Life-safety device (e.g., fire alarm, smoke detectors, emergency exit lights, etc.) is damaged or disabled.

6. Security personnel are prohibited from carrying firearms or any potentially lethal weapon.
7. Security personnel must be present at least one (1) hour prior to an event and one (1) hour after an event concludes. Security personnel should provide assistance to the organization to ensure that crowds disperse no later than 30 minutes after the event ends.
8. An organization sponsoring an event must originally designate three (3) responsible contacts for the event, at least one of whom must be an officer. If the event is expected to have over 200 attendees at any given time, the sponsoring organization must designate one (1) additional responsible contact for each 100 attendees to the nearest 100 beyond 200 (Example: An event with 350 attendees requires five (5) responsible contacts – 3 original + 2 for additional attendees).
9. At least one (1) responsible contact, but preferably two (2), will be stationed at the event's main entrance for the event's duration to assist the security personnel with managing the proper entering/exiting of attendees (e.g., capacity control, ID checks, monitoring invitation list, etc.).
10. Student organizations and their assigned responsible contacts should meet with the security personnel who will attend the event immediately prior to the event to go over the additional expectations for the event. Any specific instructions or information the student group provides to security personnel must conform to University policy as well as the rules, by-laws and requirements of their inter/national organization(s).

#### **E. Physical Facilities**

1. Construction
  - (a) Any construction for social events must be approved by EHS and the Office of Risk Management through the online event registration form and must be in compliance with these Social Event Guidelines.
  - (b) Construction may begin no earlier than one week (7 calendar days) prior to the event.
  - (c) See section E "Structures, Inflatables, and Amusement Devices" for additional guidelines.
2. Decorations
  - (a) No swimming pools or liquid/water features of any type or size are allowed at any time.
  - (b) The use of boxes, packing peanuts, cardboard, hay, cotton, straw, vines, pallets, dried vegetation, and other easily flammable items may not be used as decorative materials.
  - (c) Do not do anything to cover or obstruct in any way an approved exit or exit sign.
  - (d) Groups decorating for parties are not allowed to use bamboo that has not been commercially grown. Please check with EHS personnel if there are any questions.
  - (e) All remnants/decorations/trash from social events in areas visible from a public road or sidewalk must be removed from the property immediately following the event, and must be completely removed by 7:00 a.m. the morning following the event. This paragraph applies to the removal of all materials involved in party decoration construction (e.g., lumber, flags, front yard fences/tarps, etc.). Failure to comply may result in the organization being referred to the Office of Student Conduct for possible sanctions and/or fines.
  - (f) No sand, dirt, mulch, or similar product may be placed as decoration for an event. Organizations wishing to permanently install fixtures utilizing these materials must go through the Project Initiation Request (PIR) process.
  - (g) No fireworks will be allowed at any time. Open flames and the use of fog machines or artificial smoke machines are prohibited unless approved in writing by EHS for use during the specific event.



- (h) Groups should contact EHS prior to establishment of any seasonal decorations or for review of decorations planned for use at a social event.

3. General Guidelines

- (a) Following evacuation due to a fire alarm during an event, no one should be allowed back in the location until cleared by the fire department.
- (b) Any house or facility with multiple entrances/exits should designate one entrance as the main entrance and require all event attendees to enter and exit through that portal. All remaining exits should not be used during the event, but must remain clear and available for use in an emergency situation.
- (c) All outdoor social events must be held within the enclosed area with a monitored entrance. Permanent fencing is preferred. However, temporary, quick removal fencing may be accepted. Fencing must be a minimum of six feet tall and must be constructed with fire-retardant/flame repellant material. There must be a minimum of three (3) to four (4) emergency exits for events where temporary fencing is utilized (depending upon the size of the temporary fencing additional exits may be required by EHS).
- (d) Exits that are locked to keep unauthorized guests from entering the facility must be able to be opened from the inside in one turn or push against a panic bar in the event of an emergency. Doors or entrances that are padlocked or double-locked will be considered a violation of the fire code and events will be immediately shut down.
- (e) In the event there is a residential area within the house or facility, access to that portion of the building shall be off limits to anyone but the actual residents.

**F. Structures, Inflatables, and Amusement Devices**

- 1. Inflatables and amusement devices are prohibited at all registered social events.
- 2. Structures are prohibited at all registered social events. However, in some limited situations, a structure may be allowed if:
  - (a) The structure is a tiki hut, bar, bar table, or canopy that has been purchased from and installed by an appropriate dealer or rental agency, or, alternatively, constructed by a licensed/bonded/insured contractor;
  - (b) The structure is a stage that will be used only for the band/DJ and it is installed by an appropriate dealer or rental agency;
  - (c) The structure is a stage constructed by a licensed/bonded/insured contractor, but moved from the organization's house and placed on stable and level ground may also be permitted.
- 3. Under certain circumstances, the University may entertain the possibility of a permanent structure such as a stage or deck at a house where the organization has exclusive use of the property. All requests for consideration of a permanent structure at on-campus social/fraternal student organization housing should be coordinated with the submission of a Project Initiation Request submitted to the Office of Fraternity and Sorority Life.
- 4. The student organization shall assume all of the expenses and liability arising from, relating to, and connected with the design services, materials, contract labor, building permits, inspection, personal or property damage connected with the structure, use, materials disposal or any other costs or expenses related to or arising from the design, construction and removal of any approved permanent structures or temporary stages, tiki huts, or bar tables, as allowed herein.
- 5. Structures must only be utilized for their original purpose and in condition found at the time of approval. Structures should also not be moved to an alternate location after the organization's health and safety check, as that could have an impact on space and guest

#### IV. SWAPS

In addition to the University's requirements for social events, the following also apply to any social event registered as a "swap" with the Office of Student Involvement through the online event registration form:

- A. Both participating student organizations must sign a Swap Contract and submit it through the online event registration form.
  - 1. No proxy signatures are permitted on Swap Contracts or any other form of documentation required for the online event registration process. Students must sign any and all documents themselves. If signatures are deemed to be forged, the document will be rejected and the associated event may be canceled. Further, the involved organizations and/or students may be referred to the Office of Student Conduct.
- B. No alcohol of any kind is permitted at new member/pledge swaps.
- C. No event shall be vulgar or offensive in theme.
- D. Prior to participating in a swap, each of the participating organizations is strongly encouraged to hold an appropriate training for all members on hazing and sexual misconduct, which should include, among other things, an overview of prohibited conduct, direction to the University's policies and websites related to hazing and sexual misconduct, information about reporting hazing and sexual misconduct, and information about resources available to those affected by hazing or sexual misconduct.
- E. There shall be no inappropriate conduct that violates the law or University policies before, during, or after the swap, including hazing or sexual misconduct as those terms are defined in the University's Code of Student Conduct, Sexual Misconduct Policy, and Hazing Policy. Such inappropriate conduct may subject the individual(s) and/or organizations taking part in the conduct, as well as any individuals that allow or direct the conduct, **to criminal and/or civil liability along with significant Code of Student Conduct sanctions.**
- F. Any swap participant or attendee who appears overly intoxicated upon arrival or at any time during the event should be removed from the event immediately and, if needed, provided with access to medical attention or other appropriate assistance. **If an individual is non-responsive or there is any alcohol or substance abuse related health concern, a call should be placed to UAPD at 205-348-5454 immediately.** Organizations are responsible for the safety and actions of all guests upon entry to an event. Organizations are encouraged to utilize the The University of Alabama's Medical Emergency Assistance Policy for any student in need of medical assistance.
- G. At least three (3) responsible contacts from each organization must attend each swap and remain sober while monitoring the behavior of the swap event attendees to ensure that a safe environment is maintained and the requirements set forth herein are followed.
  - 1. For New Member/Pledge Swaps, the three (3) responsible contacts must be officers.
- H. If a swap participant feels their rights have been violated in any way, they should contact UAPD (205-348-5454), the University's Title IX coordinator (205-348-5496), and/or other appropriate University officials as identified on the University's website (<https://titleix.ua.edu/reporting/> or [www.ua.edu/uact/](http://www.ua.edu/uact/)). Each participating organization must make its members and new members/pledges aware of their reporting rights and available reporting options prior to the start of the swap by, among other things, forwarding a copy of the fully executed Swap Contract to its existing members and pledges. Retaliation against someone reporting a potential violation of the

law or University policy is strictly prohibited and may subject the retaliator to Code of Student Conduct sanctions as well as civil and/or criminal liability.

- I. If it is found that a violation of law or University policy occurred at the swap, any student who committed the violation, directed the violation to occur, did not make a good faith effort to prevent the violation, or, if unable to prevent it, failed to properly report the violation may be found in violation of the Code of Student Conduct and, depending on the violation, risks potential criminal/civil liability. The groups hosting the swap may also be found responsible for violating the Code of Student Conduct.
  - J. **An organization or its members that refuses to swap, or threatens to socially boycott another organization due to an organization pursuing opportunities available to all student, such as Student Organization Seating, or being open to membership consisting of different races, colors, religions, national origins, sexes (including sexual orientation, gender identity, and gender expression), ages, veterans statuses, or disability, may be referred to the Office of Student Conduct for potential sanctions.**
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These Guidelines do not create a contract or quasi-contract between the University or any University employee and any individual that may be affected by these Guidelines. Further, although the requirements contained herein are intended to reflect current rules and policies of the University, users are cautioned that changes or additions may have become effective since the publication of this material. In the event of a conflict, current statements of Board policy contained in the Bylaws, Rules, official minutes, and other pronouncements of the Board or Chancellor, or superseding law, shall prevail.

REVISED: August 2018

## Appendix F:

# Swap Contract

## University of Alabama Swap Contract 2019-2020

Host Student Org.: \_\_\_\_\_ Swapping Student Org.: \_\_\_\_\_

Swap Theme: \_\_\_\_\_ Location of Event: \_\_\_\_\_ Swap Date: \_\_\_\_\_

In addition to the University's requirements for social events, the following also apply to any social event registered as a "swap" with the Office of Student Involvement through the online event registration form:

- A. Both participating student organizations must sign a Swap Contract and submit it through the online event registration form.
  - 1. No proxy signatures are permitted on Swap Contracts or any other form of documentation required for the online event registration process. Students must sign any and all documents themselves. If signatures are deemed to be forged, the document will be rejected and the associated event may be canceled. Further, the involved organizations and/or students may be referred to the Office of Student Conduct.
- B. No alcohol of any kind is permitted at new member/pledge swaps.
- C. No event shall be vulgar or offensive in theme.
- D. Prior to participating in a swap, each of the participating organizations is strongly encouraged to hold an appropriate training for all members on hazing and sexual misconduct, which should include, among other things, an overview of prohibited conduct, direction to the University's policies and websites related to hazing and sexual misconduct, information about reporting hazing and sexual misconduct, and information about resources available to those affected by hazing or sexual misconduct.
- E. There shall be no inappropriate conduct that violates the law or University policies before, during, or after the swap, including hazing or sexual misconduct as those terms are defined in the University's Code of Student Conduct, Sexual Misconduct Policy, and Hazing Policy. Such inappropriate conduct may subject the individual(s) and/or organizations taking part in the conduct, as well as any individuals that allow or direct the conduct, **to criminal and/or civil liability along with significant Code of Student Conduct sanctions.**
- F. Any swap participant or attendee who appears overly intoxicated upon arrival or at any time during the event should be removed from the event immediately and, if needed, provided with access to medical attention or other appropriate assistance. **If an individual is non-responsive or there is any alcohol or substance abuse related health concern, a call should be placed to UAPD at 205-348-5454 immediately.** Organizations are responsible for the safety and actions of all guests upon entry to an event. Organizations are encouraged to utilize the The University of Alabama's Medical Emergency Assistance Policy for any student in need of medical assistance.
- G. At least three (3) responsible contacts from each organization must attend each swap and remain sober while monitoring the behavior of the swap event attendees to ensure that a safe environment is maintained and the requirements set forth herein are followed.
  - 1. For New Member/Pledge Swaps, the three (3) responsible contacts must be officers.
- H. If a swap participant feels their rights have been violated in any way, they should contact UAPD (205-348-5454), the University's Title IX coordinator (205-348-5496), and/or other appropriate University officials as identified on the University's website (<https://titleix.ua.edu/reporting/or> [www.ua.edu/uact/](http://www.ua.edu/uact/)). Each participating organization must make its members and new members/pledges aware of their reporting rights and available reporting options prior to the start of the swap by, among other things, forwarding a copy of the fully executed Swap Contract to its existing members and pledges. Retaliation against someone reporting a potential violation of the law or University policy is strictly prohibited and may subject the retaliator to Code of Student Conduct sanctions as well as civil and/or criminal liability.
- I. If it is found that a violation of law or University policy occurred at the swap, any student who committed the violation, directed the violation to occur, did not make a good faith effort to prevent the violation, or, if unable to prevent it, failed to properly report the violation may be found in violation of the Code of Student Conduct and, depending on the violation, risks potential criminal/civil liability. The groups hosting the swap may also be found responsible for violating the Code of Student Conduct.
- J. **An organization or its members that refuses to swap, or threatens to socially boycott another organization due to an organization pursuing opportunities available to all student, such as Student Organization Seating, or being open to membership consisting of different races, colors, religions, national origins, sexes (including sexual orientation, gender identity, and gender expression), ages, veterans statuses, or disability, may be referred to the Office of Student Conduct for potential sanctions.**

### Student Organization Presidents

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Student Organization Social Chairs

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix G:

# Alcohol and Other Drug Policy

The Alcohol and Other Drug Policy for Students provides information to educate students about the danger and harm that occurs with the misuse and abuse of alcohol and other drugs, in addition to their impact on the health and academic success of students.

## I. Purpose

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The University recognizes the danger and harm that occurs from the misuse and abuse of alcohol and other drugs (AOD) on the health and academic success of students. The purposes of this policy are to:

- Serve as an educational tool regarding the minimum standards and expectations related to AOD for a safe campus environment
- Promote a safe environment for student learning
- Foster responsible decision making and identifying safe and legal uses regarding AOD
- Inform the community of consequences of illegal and/or inappropriate use of AOD

## II. Philosophy of Student Alcohol and Other Drugs Policy

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The University of Alabama is an institution of higher education which seeks to create a community that promotes respect, responsibility for actions, civility, upholds state and federal laws, and fosters an environment conducive to learning for members of the academic community. The misuse of alcohol and other drugs can hinder the University's mission and its role in preparing students for responsible citizenship through appropriately focused educational, environmental and enforcement activities related to student health, safety and well being. Furthermore, this policy is supported by the UA Capstone Creed and the Code of Student Conduct with application to both individuals and student organizations.

The University recognizes that alcohol in and of itself is not an illegal substance, however, the abuse and misuse of alcohol and other drugs can cause significant harm to individuals and/or groups, the University community and the community at large. The University values a safe and welcoming community.

## III. Jurisdiction

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This policy applies to all students of the University community. The University affords itself the responsibility to intervene when students receive citations for alcohol and other drug consumption and possession both on and off campus. For this reason, students in violation of the alcohol and other drug policy will be adjudicated even when the incident occurs off The University of Alabama campus. The University of Alabama [Drug-Free Campus and Workplace Policy](#), which applies to faculty and staff as well, reinforces this point.

## IV. University Alcohol and Other Drug Policy Statement For Students

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The University of Alabama complies fully with federal, state and local laws regarding the possession, sale, and consumption of alcoholic beverages and other drugs. (For further information see Appendix A for a brief overview of some of these laws and Appendix B, Section IV and Attachments 1-3, for a more complete review of the applicable laws and penalties.)

### A. Alcohol Policy For Students

The University of Alabama has established the following policy in regards to alcohol use by students of the University community.

Any alcohol served and consumed on The University of Alabama campus must be done in a safe and responsible manner.

#### Illegal Consumption

Individuals under 21 years of age are not permitted to consume alcohol or be in possession of alcohol. Alcohol paraphernalia (which includes but is not limited to: empty beer cans or bottles, shot glasses, etc.) are prohibited and considered a violation of policy. Individuals over the age of 21 may consume alcohol in designated areas on campus in a safe and responsible manner.

#### Improper Identification

It is unlawful and a violation of University Policy to use or possess identification that makes an individual appear older or misrepresents an individual as someone else

#### Strength of Alcohol

The consumption of any alcohol stronger than 80 proof is not permitted on campus

#### Serving/Distribution/Procurement of Alcohol

It is prohibited to serve or provide alcohol to individuals under 21. It is also a violation of this policy to knowingly allow an individual under the age of 21 to consume alcohol. Finally, the University prohibits UA students from serving someone alcohol who is visibly intoxicated, and/or pressuring an individual to use alcohol

#### Designated Locations regarding the use of alcohol

1. University-owned locations where alcohol consumption is permitted:
  1. President's Mansion, Paul Bryant Conference Center, Ferguson Center, Alumni Hall, Smith Hall, Gorgas House, University Club, and certain University Recreation facilities. All of these locations require individuals to follow the appropriate guidelines, and individuals must receive approval prior to the event. For the most



current list of designated University locations where alcohol is permitted, see [the Alcohol Policy](#). View the [Grounds Use Alcohol Approval Form](#).

2. The President, Provost, and Vice Presidents of the University may designate other sites as appropriate for the use of alcoholic beverages. All other locations (except those listed below) may be approved as appropriate locations for specific events at which alcoholic beverages may be served.
2. Locations where alcohol is prohibited:
  1. The public use areas of Bryant Denny Stadium and all other athletic competition facilities are permanently restricted from any service or sale of alcoholic beverages.
  2. University Recreation prohibits the consumption of alcoholic beverages in its facilities unless explicitly noted in [Appendix F](#) to this policy or in the [Alcohol Policy](#).

### Use of common sources or tap systems

Common source and “tap” systems are prohibited except when licensed. This includes, but is not limited to, kegs, beer balls, and punch bowls being used to serve alcohol.

### Drinking Games

Drinking games are prohibited on campus. The paraphernalia used to administer drinking games, or assist the user in ingesting alcohol at a fast rate are also prohibited.

### Off-campus alcohol use

Student organizations who host a social event off-campus must comply with the Social Event Planning Guidelines ([Appendix D](#)). Students who violate federal, state and local laws off campus are still held accountable to The University of Alabama Office of Student Conduct.

### Driving Under the Influence

Driving under the influence is strictly prohibited on The University of Alabama campus and by students of The University of Alabama

### Tailgating

Tailgating is a time-honored tradition at The University of Alabama. To keep this tradition alive and thriving, it is important that individuals adhere to the alcohol policy. Unattended tents and coolers are subject to inspection; any alcohol found will be confiscated. Public intoxication will not be tolerated; violators are subject to arrest.

## B. Other Drugs Policy For Students

As members of The University of Alabama community, students have an obligation to uphold the Code of Student Conduct, as well as federal, state and local laws. The following define the University’s policies regarding drug use, excluding alcohol (see also [UA’s Drug-Free Campus and Workplace Policy](#)).

1. Illegal Drugs: The University of Alabama prohibits illegal drugs on University property.

2. Medications: Prescription drugs are permitted on campus if accompanied by an authentic medical prescription. The use and/or distribution of legal medication outside the parameters of the medical authorization is prohibited.
3. Contraband: Drug paraphernalia, use, possession, sale, distribution and manufacturing are prohibited, except as permitted by law and Alcohol and Other Drug policy.
4. Driving under the influence: Driving under the influence of drugs is prohibited.

## V. Appendices for Further Detail in Selected Areas

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Appendix A: [Summary of State Alcohol Laws](#)

Appendix B: [UA Drug-Free Campus and Workplace Policy](#)

Federal Trafficking Penalties

State of Alabama Controlled Substances/Marijuana Violations and Penalties

State of Alabama & Tuscaloosa City Code Alcohol Violations and Penalties

Appendix C: [Code of Student Conduct](#)

Appendix D: [Social Event Planning Guidelines](#)

Appendix E: [UA Housing and Residential Communities Living Standards \(Section 4 Substances\)](#)

Appendix F: [Excerpts from University Recreation Policies re: Alcohol Use](#)

Appendix G: [Alcohol Policy \(Associated with Grounds Use Policy\)](#)

Appendix H: [Ferguson Center Alcohol Policy](#)

Appendix I: Resources Available

NOTE: This policy applies to students of The University of Alabama. Faculty and staff should review The University of Alabama Drug-Free Campus and Workplace Policy.

(Approved May 22, 2012 by Drs. Bonner and Nelson; revised Fall 2014)

## Appendix H:

# Permissive Use Agreement

**THE UNIVERSITY OF ALABAMA**  
**OFFICE OF SORORITY & FRATERNITY LIFE PERMISSIVE USE AGREEMENT**

**Reference Page**

The Board of Trustees of the University of Alabama, a public corporation and constitutional instrumentality of the State of Alabama, for and on behalf of The University of Alabama agrees to allow the use of the Facility named below on the following terms and conditions. This Reference Page defines certain terms and provisions used throughout the Agreement, which also incorporates the attached Terms and Conditions. Each Event/Program will require a separate Permissive Use Agreement. A single Event/Program may reserve multiple locations. Please complete this form in its entirety. **If you are submitting one PUA for an entire month of tailgating events you must include all the information from pages 1-2 for each proposed date and time.**

**Date Submitted:** \_\_\_\_\_

Name of Event/Program: \_\_\_\_\_

User (Legal Name of Hosting Entity): \_\_\_\_\_ House Corporation

Name of Contact Person: \_\_\_\_\_

Phone of Contact Person: \_\_\_\_\_

Email of Contact Person: \_\_\_\_\_

Name of Greek Facility: \_\_\_\_\_

**Event Description (Purpose of Event/Program):** \_\_\_\_\_

Number of Participants Expected: \_\_\_\_\_

Number of Persons Allowed: \_\_\_\_\_

Event start date and time: \_\_\_\_\_

Event end date and time: \_\_\_\_\_

**Will the Event include the sale of alcohol:** Yes \_\_\_\_\_ No \_\_\_\_\_

**Will the Event include the distribution of alcohol (no sales):** Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide the name of the third-party vendor: \_\_\_\_\_

If yes, has the Event been approved for Alcohol by:

House Corporation Board: Yes \_\_\_\_\_ No \_\_\_\_\_

ABC Approval: Yes \_\_\_\_\_ No \_\_\_\_\_ Pending Approval   X  

Check if User will serve: Beer \_\_\_\_\_ Wine \_\_\_\_\_ Other Alcohol \_\_\_\_\_

**Security personnel** are required for events that include the sale or distribution of alcohol. The number of required personnel will be determined by UAs Office of Risk Management upon submission of this document.

Please provide the name of the security company: \_\_\_\_\_

**Will food be provided:** Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please indicate if food will be provided by the kitchen staff, food service provider or outside caterer (If using an outside caterer provide the name of the caterer): \_\_\_\_\_

Is caterer part of UA licensing program: Yes \_\_\_\_\_ No \_\_\_\_\_

All caterers must be preapproved for use through the Office of Risk Management's Outside Catering Program. For a list of caterers, go to: <http://riskmanagement.ua.edu/wp-content/uploads/sites/64/2019/07/Approved-Caterers-List.pdf>

### **Insurance Requirements**

Insurance will be required in compliance with *the General Terms & Conditions* and must be furnished by any non-UA User and any approved outside caterer fifteen (15) days prior to the Event.

#### **For UA use only:**

A copy of the certificate of insurance in compliance with Section 7 herein must be furnished by User and any caterer outside UA's approved Caterer program.

Insurance Received from User: Yes \_\_\_\_\_ No \_\_\_\_\_

Insurance received from Food Caterer: Yes \_\_\_\_\_ No \_\_\_\_\_

Insurance received from Third Party Alcohol Vendor: Yes \_\_\_\_\_ No \_\_\_\_\_

**Special Provisions:**

By signing below, User agrees to the terms of this Agreement, including the “General Terms and Conditions” attached hereto and incorporated herein. Further, signatory for User represents and warrants that they have the full authority to enter this Agreement. To the extent User is an entity external to UA, signatory further represents that no further approvals are necessary for this Agreement. The individual signing will assume personal liability for this Agreement, should the external User contest such authority or should the entity otherwise be unable to comply with all the terms of this Agreement.

**USER:**

**THE BOARD OF TRUSTEES OF  
THE UNIVERSITY OF ALABAMA:<sup>1</sup>**

Signature:\_\_\_\_\_

Signature:\_\_\_\_\_

Title:\_\_\_\_\_

Title:\_\_\_\_\_

Date:\_\_\_\_\_

Date:\_\_\_\_\_

<sup>1</sup> A representative of the Board of Trustees is not required to sign the Agreement if the User is an internal UA department, or division.

**THE UNIVERSITY OF ALABAMA**  
**PERMISSIVE USE AGREEMENT**  
**General Terms & Conditions<sup>2</sup>**

1. **Use of Premises.** The Board of Trustees of the University of Alabama, by and through the University of Alabama (collectively “UA” or “The University”) hereby grants and gives its consent and permission for User<sup>3</sup> to use and occupy the described Facility, for the described Event or Program, at the specifically described Date(s) and Time(s). UA’s consent and permission are given subject to and dependent upon User agreeing to and complying with all terms and conditions of this Permissive Use Agreement (hereinafter “Agreement” or “PUA”), which includes these General Terms & Conditions as well as any accompanying Reference Page and supplemental terms or exhibits. User has no right to use any additional facilities of The University of Alabama under the terms of this Agreement. Further, the Facility is limited to use by the Number of Persons Allowed at the Event, as defined on the Reference Page. User will take good care of the Facility and return the Facility in as good a condition as when received. Unless otherwise expressly agreed to by UA, permissive use is restricted to the Facility set out on the Reference Page and no other. Any unauthorized access to areas, facilities, or equipment will constitute trespass and may be subject to prosecution; at a minimum, User will incur additional charges for cleanup and damages for any such unauthorized access.

2. **Charges.** User shall pay all Charges set out on the Reference Page in full at the time that the Agreement is signed unless other payment arrangements are agreed upon in advance by both parties. In addition, the User shall be separately responsible for all costs of supplies and materials not furnished by UA, including any additionally required personnel and/or security, excessive setup, cleanup, costs of insurance, costs of food, beverages, and catering, and any and all costs of damage to University property.

3. **Supplies, Materials, and Equipment.** User shall furnish all supplies, materials, and equipment required to conduct the Event, except as specifically agreed otherwise by UA on the Reference Page or an attachment made a part hereof. User understands there may be additional charges for equipment usage, video or PA setup, or other technical services. Requests for those services must be made and approved in advance in the “Special Provisions” section of the Reference Page.

4. **Personnel and Security.** User shall furnish, and be responsible for, all personnel that User deems necessary to conduct the Event, including coaches, trainers, instructors, supervisors, counselors, and any other necessary personnel. User is responsible for providing all supervision, security, and crowd control personnel who are necessary to protect the Facility and other UA property from any damage or acts of vandalism committed by User or User’s employees, agents, contractors, representatives, vendors, caterers, volunteers, Event participants, invitees, guests, and other individuals associated with User or the Event (collectively “User’s associates”). User is responsible for ensuring User’s associates comply at all times with the terms of this Agreement, including, but not limited to, compliance with

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<sup>2</sup> Terms used herein that are not defined, but are identified on the Reference Page, shall have the meanings assigned on the Reference Page, unless the context shall require otherwise.

<sup>3</sup> “User” refers to the entity identified on the first page of this Agreement and, for purposes of this Agreement, includes that entity and any of its affiliates, subsidiaries, employees, contractors, representatives, officers, and directors.

all relevant UA policies and procedures. User is also responsible for providing an appropriate number of properly trained personnel to supervise and ensure the safety of User's associates during the Event. UA may require the User to obtain and furnish, at User's expense, the presence of off-duty University of Alabama Police Department (UAPD) officers or other security personnel, depending on the type and hours of the Event, for the protection of UA property. UA may also require the User to obtain and furnish, at User's expense, the presence of athletic trainers, depending on the nature of the Event. As noted below in the provision addressing *Youth Program Background Check Process*, UA may require the User to obtain background clearances on some or all of the User's associates, depending on the nature of the Event. User must assure that only User's associates are in the Facility.

5. **University Representative.** UA may furnish at least one representative on-site or on-call. User will follow all reasonable instructions and requests of UA representatives. User acknowledges that the UA representative owes no duties to protect, supervise, or provide security to User or User's associates, and neither UA nor its representative assume duties toward User or User's associates, by the presence of this representative. The University Representative is present only for the protection of UA's property and the convenience of UA.

6. **Set Up, Take-Down, and Cleaning.** UA may provide general set-up and take-down services in connection with the Event. User shall be responsible for all specific set-up, take-down, cleaning (outside and inside the Facility), decorations, and conduct of the Event. UA reserves the right to assert additional charges beyond those on the Reference Page at any time when the User makes unreasonable demands or leaves the Facility in a condition beyond that reasonably expected at an Event of a similar nature. User agrees to pay for all repairs, replacements, and cleaning that result from the improper use, neglect, vandalism, or abuse of the Facility, or other UA facilities or property, by User or User's associates. User is not allowed to toss seeds, rice, glitter, or confetti at the Event. Further, User is not allowed to use any balloons, loose glitter, or open flames (except for chafing dish warmers) on campus unless appropriately approved in writing in advance of the Event. Any such actions will result in additional charges.

7. **Insurance.** User (and any approved outside caterer) shall provide to University a certificate of liability insurance from a carrier acceptable to the University with an A.M. Best rating of A - VII or higher, as evidence of insurance coverage for the use of the Facility and the Event. This insurance shall be primary coverage, and will contain no terms allowing the insurer to be subrogated to the rights of any injured or damaged person or entity.

At a minimum, the insurance must name **The Board of Trustees of the University of Alabama, its agents, officers, and employees, as additional insureds**. Insurance shall be in the following minimum amounts: \$1,000,000.00 per occurrence and \$2,000,000 annual aggregate. If alcoholic beverages are being sold, the liability insurance must include liquor liability, or, if alcohol is being provided at no charge, host liquor liability must be included. Additional amounts of coverage may be required of User depending on the activities and/or features of the planned event and/or based on the expected attendance or if using an outside caterer based upon the circumstances. The certificate of liability insurance must be received 15 days prior to the Event.

The insurance requirement may be waived or modified. Any request for waiver or modification of the insurance requirements must be made in writing to the University's Office of Risk Management. All insurance requirements set forth herein remain in force until waived or modified in writing by the University's Office of Risk Management. The University may allow the User to self-insure all or part of the insurance requirement as determined by the Office of Risk Management and this decision will be primarily determined by a review of the User's audited financial statements that must reflect the ability to absorb self-insured claims without creating a material change in the User's financial condition.

8. **Catering.** User (and any approved outside caterer) shall comply with the licensure and insurance requirements and obligations of the Outside Vendor Catering Program. Food, beverages, and catering shall not be allowed unless



approved by UA in a separate writing made a part hereof. To the extent allowed, User shall be responsible for paying all costs of food, beverages, and catering, which includes, but is not limited to, costs associated with preparation and clean-up. All preparation and service of food and drinks that are not prepackaged must be by a caterer who is licensed and insured in compliance with UA's catering licensing program. User shall be responsible for making all necessary arrangements with the caterer, and paying all expenses and charges of the caterer. Neither User nor any caterer has a right to operate concessions for food, beverages, or officially licensed University merchandise; all such rights are reserved to UA, unless prior approval is received in accordance with UA policy. In addition to the other indemnification obligations set forth in this Agreement, User will indemnify UA for any claims, losses, or demands made by a caterer against UA arising from or relating to the Event.

9. **Alcohol.** Alcohol is only allowed by User at the Event or on UA premises via special, written permission of UA, and in accordance with University policy. User may request that alcohol be allowed at the Event. If alcohol is approved, User agrees to comply with the University Drug-Free Campus and Workplace Policy as well as all applicable laws and regulations, including open container laws and laws regarding consumption or possession by minors. User will make available alternative transportation for all intoxicated drivers. Student organizations must abide by all provisions of the University's Alcohol and Other Drug Policy and Social Event Guidelines, the terms of which are incorporated herein. UA may grant or deny requests for alcohol in its sole and absolute discretion. UA does not assume any responsibility or liability for ensuring that User or User's associates follow applicable laws and regulations regarding alcohol.

10. **Parking Regulations.** User shall become aware of, and comply with, all University parking regulations and rules. User and User's associates shall be subject to those rules and regulations. No dedicated or reserved parking spaces are available. Unless specifically written otherwise on the Reference Page, User is not gaining limited or exclusive access to any parking lots or facilities.

11. **No Tobacco/Smoking.** The Facility is a tobacco-free facility. Further, smoking is prohibited on the University campus, which includes the Facility and the area around the Facility. User shall be assessed additional costs for violation of this provision by any User associate.

12. **No Obstruction of Signage.** User shall not hang signs, banners, or posters in front of or otherwise obscure any existing signage, commercial or otherwise, that exists at the Facility, nor permit others to do the same, except with prior, written consent of UA. No signage may be attached in any way so as to damage walls or premises. Exterior signage, including advertising or wayfinding, must be approved in advance via the University Grounds Use Process.

13. **AS-IS / Condition of Facility.** UA makes no warranties or representations regarding the Facility, nor any representations or warranties that the Facility is well suited or fit for a particular purpose or Event. The Facility is provided in an **AS IS** condition. User has examined the Facility and accepts the same in the physical condition in which it now exists.

14. **Licenses, Taxes, Laws, Rules, Regulations, Policies, and Procedures.** User shall comply with all laws, orders, rules, fire codes, and regulations of federal, state, city, county, and municipal authorities, including, without limitation, rules and policies of the Facility, UA and their officials. User will comply with all policies and procedures instituted by UA.<sup>4</sup> User agrees to comply with any applicable laws regarding equal access and nondiscrimination, including the Americans with Disabilities Act and Title IX. User agrees to provide, at its expense, reasonable

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<sup>4</sup>For information on many relevant UA policies, please visit <https://www.ua.edu/about/policies/>.

accommodations for User's associates while they are participating in the Event/Program in accordance with the Americans with Disabilities Act. User may contact UA's Equal Opportunity Director to coordinate with UA the implementation of any such reasonable accommodations. User shall be responsible for acquiring all licenses required to undertake the Event and shall be responsible for paying any and all fees, taxes or government charges related to the Event. In addition to the other indemnification obligations set forth in this Agreement, User will indemnify UA for any fines, penalties, sanctions, violations, claims, losses, fees, settlements, or demands associated with User or User associate's failure to comply with this provision.

15. **No Assignment and Subletting.** This Agreement is specific to User and is not assignable nor shall the Facility or any part hereof be sublet or used for any purpose without express written consent of The University.

16. **Indemnification and Immunity.** User shall indemnify, hold and save harmless the University, its affiliates, and subsidiaries and their past, present, and future trustees, officers, agents, and employees from all losses, claims, liabilities, suits, actions, settlements, judgments, expenses, damages, costs (including attorney fees of attorneys of the University's choice and court costs), expenses, and all liability of any nature or kind arising out of or relating to the Event/Program and/or the User's failure or neglect to meet any obligations under this Agreement.

The University does not assume any responsibility, obligation, or liability for any damages, losses, settlement payments, legal fees, or expenses relating to any claims or allegations arising from any actions or inactions of the User or User's associates relating to or arising from the Event/Program and/or any obligations under this Agreement. User assumes full responsibility for any and all damages, losses, legal fees, expenses, and settlement payments relating to any and all claims or allegations arising from the Event/Program and/or User's failure or neglect to meet any obligation under this Agreement.

The User agrees to maintain all required insurance coverage and limits according to the requirements for programs or activities involving minors, as provided by the University. User's indemnification obligations and responsibility for any and all damages, losses, settlement payments, legal fees, or expenses as provided for under this provision exist even if coverage for these items and/or the conduct from which they arise is excluded under any of the User's policies of insurance or reinsurance or if coverage under these policies has been exhausted.

This provision shall survive the termination or expiration of the Agreement.

No term or condition in this Agreement shall be deemed or construed as a waiver of the sovereign immunity of the University under Article I, section 14 of the Alabama Constitution, the Eleventh Amendment to the United States Constitution or any other applicable provision of law or equity and the University hereby expressly reserves the right to assert such immunity as a defense to any action or proceeding brought that relates to the Agreement.

17. **Additional User Liability.** In addition to User's indemnity obligations set forth above, User shall be solely liable for the costs of repair or replacement of any damage to UA property arising out of its use of the Facility or the Event. This shall apply to any negligent (including strict liability), wanton, or intentional act or omission of User or User's associates. UA shall calculate the cost of repairing said damage, including labor charges, which may include overtime, and present an invoice for said charges to the User. User shall pay said costs within seven (7) days after presentation of the invoice.

18. **Access to Facility.** The University and its representatives shall have the right to enter upon the Facility at all reasonable times before, during, and after the Event, for any reasonable purpose. The University retains the right, in

its sole discretion, to immediately eject and bar User and/or any of User's associates from the Facility for just cause, which includes, but is not limited to, a violation of any term or condition of this Agreement.

19. **No Sponsorship by UA.** For programs designated on the Reference Page as external to UA, User acknowledges that the Event is not sponsored, hosted, or conducted in any way by UA, and User agrees to assume all responsibility and liability arising or resulting from its organizing, hosting, sponsoring, advertising, and conducting of the Event. User may not use the logos, indicia, registered symbols, or trademarks of UA without the prior written consent of UA's licensing director. User will not represent nor imply that the Event is sponsored, hosted, or conducted, in whole or in part, by UA. If there are any advertising materials for commercial events, they should include the statement: "(Event/Program) is solely operated by (User Legal Name), which is not affiliated with The Board of Trustees of The University of Alabama or The University of Alabama."

20. **NCAA Rules.** Prior to, during, and following the Event, User agrees that it will not, and will not request any person, participant, employee, coach, booster, student-athlete, volunteer or prospective student-athlete (whether affiliated with the University or not) to, participate in any activity which might constitute a violation of NCAA or SEC bylaws or other governing athletic rules or laws. User agrees to make available for review and use by UA and its compliance officers upon request all documents and records of the Event for purposes of compliance with governing athletic rules. User further agrees to fully cooperate with UA and its compliance officers in all reasonable requests related to compliance with governing athletic rules.

21. **No Waiver.** No delay or omission of the exercise of any right by either party shall impair any such right or shall be construed as a waiver of any default or as acquiescence therein. One or more waivers of any covenant, term, or condition of this Agreement by either party shall not be construed by the other party as a waiver of a subsequent breach of the same covenant, term or condition. All remedies provided for herein shall be construed as cumulative and shall be in addition to every other remedy otherwise available to the parties.

22. **Amendment.** This Agreement may be amended only by a writing duly executed by both parties.

23. **Counterparts.** This Agreement must be executed by both the User and the University. However, the Agreement may be executed in multiple counterparts (no one of which need contain the signatures of more than one party hereto so long as each party hereto executes at least one such counterpart) and by facsimile, each of which shall be deemed an original and all of which, when taken together, shall constitute and be one and the same instrument.

24. **Signature Authority.** The signatory for User represents and warrants that they have full authority to enter into this Agreement. In the event that the User is a corporate entity, signatory further represents that no further corporate or other approvals are necessary for this Agreement. The individual signing will assume personal liability for this Agreement, should the corporate User contest such authority or should the entity otherwise be unable to comply with all of the terms of this Agreement.

25. **Captions.** The paragraph headings of this Agreement are for convenience only and are not intended, and shall not be construed to alter, limit or enlarge in any way the scope or meaning of the language contained in this Agreement.

26. **Governing Law.** This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of Alabama, without regard to conflicts of law principles. Any claims against UA arising out of this Agreement shall be submitted to the Alabama State Board of Adjustment. The University does not waive and specifically reserves all immunities to which it is entitled by the laws of the State of Alabama and the United States, including Article I, section 14 of the Constitution of Alabama, and the Eleventh Amendment to the United States Constitution. Exclusive jurisdiction and venue of any claims not barred by immunity, nor required to be filed before

the Board of Adjustment, shall be in the Circuit Court of Tuscaloosa County, Alabama, or the United States District Court for the Northern District of Alabama, Western Division.

27. **Termination by University.** The University shall have the right to withdraw and terminate the permission hereby given at any time if User breaches or fails to comply with or abide by any of the terms and conditions herein. Upon any such termination, User shall promptly vacate the Facility and cease conduct of the Event. User further acknowledges that the primary function for which the Facility exists is the conduct of recreational, educational, and other events of UA. Accordingly, the University reserves the right, at any time prior to the Event, to cancel this Agreement and refund all amounts paid by the User. User further agrees that in the event of any termination by UA, the University shall have no liability for any direct or consequential damages or loss that User may suffer or incur as a consequence of such termination.

28. **Termination by User.** User may cancel this Agreement, with a full refund, only if the Agreement is canceled by written notice received by UA no less than thirty (30) days prior to the scheduled Event.

29. **User Property.** The University assumes no responsibility whatsoever for any property placed in the Facility by User or User's associates. All charges of UA constitute a first lien against any property of User at the Facility. Further, any property of User or User's associates that remains at the Facility shall be considered abandoned after ten (10) days and shall become, and remain, the property of UA.

30. **Copyright Fees, Royalties, and Licenses.** User shall be responsible for securing the assent in writing of the owner of any copyrighted material used by User. User shall be fully responsible, and indemnify UA, for any fees, royalties or licenses in connection therewith.

31. **Force Majeure.** If the Facility is rendered unusable for the Event by reason of Force Majeure, UA and the User shall be released from their obligations hereunder. UA shall not be responsible for any damages to User, but User shall be entitled to a refund of amounts paid and not used. Force majeure shall mean fire, earthquake, hurricane, tornado, flood, act of God, war, or other cause beyond the control of UA.

32. **Notices.** All notices to UA must be in writing and directed to: Office of Counsel, Box 870106, Tuscaloosa, AL 35487. Notices to the User may be directed to the contact set out on the Reference Page.

33. **No Disruption of UA Functions.** The Facility is primarily intended as a recreational and/or educational facility for use by UA. The Facility may not be used in any way, and the Event may not be conducted in any manner nor may the User's associates behave in any way that materially disrupts UA's own teaching, research, administrative, service, athletic activities, or any living or working arrangements. Proposed uses may also be subject to reasonable time, place, and manner restrictions imposed by UA. Restrictions may be imposed for health and safety concerns or other conflicts with UA's educational mission and goals. UA reserves the right to deny any proposed use or cancel any Agreement, in its sole and exclusive discretion, to the extent allowed by law.

34. **No Animals.** With the exception of service animals that are trained to do work or perform tasks for a person with a disability, the use of animals in conjunction with the Event is prohibited without prior written approval from the UA Office of Facilities and Grounds.

35. **Releases from Participants.** If required by UA, User agrees to obtain from each User associate that uses the Facility or otherwise participates in the Event a release of liability and consent to participate, which will also release, indemnify, and hold harmless The Board of Trustees of the University of Alabama, its affiliated entities, and each of their respective trustees, directors, officers, employees, and agents. Such release shall be signed by a parent or guardian

for all participants under the age of 19. User should utilize the appropriate University waivers, releases, and assumption of risk forms. Programs that are subject to the Youth Protection Program must utilize the forms designated for Youth Programs. Signed copies of participant releases for Youth Protection Programs should be provided to the Office of Compliance, Ethics, and Regulatory Affairs, Box 870107, Tuscaloosa, AL 35401 at the conclusion of the event. All releases should be securely stored for a minimum of **six (6) years**. Any release that concerns people under the age of nineteen and does not involve the Youth Protection Program should be securely stored for a minimum of **twenty (20) years**. Once releases are signed, they should be scanned into a pdf and uploaded to the Risk Management Release Portal. This provides a storage database for tracking records.

36. **Fees for Participants.** User shall be solely responsible for establishing, billing, and collecting all fees and charges payable by participants in the Event, unless other contractual arrangements have been made between the User and the University. UA's Charges are not contingent upon User's success at collection.

37. **Residence Halls and Dining to be Contracted Separately.** To the extent User desires the use of residence halls and dining services during the Event, User, at its cost, shall be responsible for separately reserving, coordinating, and contracting for residence hall space for User and User's associates with UA's Department of Housing and Residential Communities (HRC), and for the provision of meals to participants with Bama Dining or its designee (Dining), unless such arrangements are included as part of a larger contractual agreement that is subject to these Terms & Conditions. In addition to the requirements of any agreement(s) between User and Dining or HRC, User and User's insurance, indemnities, and other guarantees of this Agreement shall also cover UA employees and representatives involved with dining and housing responsibilities. User shall be solely responsible for damage to any HRC or Dining property and shall separately pay all charges for HRC and Dining, in addition to the Charges of this Agreement.

38. **Transportation and Incidental Services to be Contracted Separately.** User shall be solely responsible for securing transportation and any other necessary and incidental services to be provided to User's associates in association with the Event. User shall be responsible for any separate charges of Crimson Ride. Should User desire or request UA, Crimson Ride, or others to provide any transportation or other incidental services, User shall separately contract and pay for such services, unless such arrangements are included as part of a larger contractual agreement that is subject to these Terms & Conditions. In addition to the requirements of any agreement(s) related to such transportation, User and User's insurance, indemnities, and other guarantees of this Agreement shall also cover UA employees and representatives involved with transportation responsibilities.

39. **No Sponsorship by Competitors of UA Marketing.** Neither User nor the Event will accept sponsorship from any vendor, business entity, or commercial enterprise that competes in any manner with UA approved marketing. In further explanation, but not limitation thereof, User will not accept services, products, or benefits from vendors, business entities, or commercial enterprises that provide substantially the same type of service, product, or benefit, as vendors, business entities, or commercial enterprises, with which UA, its related entities, or an approved marketing contractor has a current or existing contract, or with which one of the same is actively negotiating such an agreement. Further, any coach involved with the operation will remain bound by any endorsement contracts between UA, its related entities, and UA approved marketing contractor, and any manufacturer, seller, or vendor of athletically related shoes, equipment, apparel, other athletically-related products, soft drinks, bottled water, or isotonic beverages.

40. **Child Protection Policy and Law.** User agrees to strictly comply with the University's Child Abuse Reporting Policy and Procedures and Alabama law (ALA. CODE § 26-14-1 *et seq.*) relating to the prevention and reporting of child abuse and neglect. The terms of the University's Child Abuse Reporting Policy and Procedures are incorporated herein by reference. User further agrees to ensure User and all of User's associates fully understand and comply with the University of Alabama's Child Abuse Reporting Policy and Procedures, and Alabama's child abuse reporting statutes



(ALA. CODE § 26-14-1 *et seq.*), including reporting any suspected child abuse to UA and the appropriate authorities, which includes, but is not limited to, UAPD.

Furthermore, for Events that are for or involve minor participants, User agrees to strictly comply with the University's Youth Protection Policy and all associated obligations and requirements therein. All applicable Events/Programs must be registered and approved prior to the start of the contracted program or activity in accordance with the timelines established in the Youth Protection Policy and the accompanying Guide.

User agrees to confirm that each of User's associates receives a copy of the University's Child Abuse Reporting Policy and Procedures, the University's Youth Protection Policy, and all relevant supporting documents. User agrees to confirm that each of User's associates has completed the University's required training, any required background verification (discussed in greater detail in *Paragraph: Youth Program Background Check Process*), and submitted any required or requested documentation, including any liability or indemnification waivers deemed necessary by the University, prior to the start of that individual's involvement in the Event/Program that is subject of the Agreement.

User also understand and agrees that the University's Child Abuse Reporting or Youth Protection Policies may be changed, withdrawn, added to or interpreted at any time at the University's sole discretion and without prior notice to User.

41. **Youth Program Background Check Process.** All Events/Programs involving youth (i.e., individuals under 18 years of age) that must be registered in accordance with the Youth Protection Policy are required to submit all of the User's Event/Program staff (including all employees and volunteers) to appropriate background checks, including social media checks, as outlined herein. For applicable Events/Programs that are affiliated with UA, those checks will be run and managed through the Youth Protection Program registration process.

For applicable Events/Programs that are not affiliated with UA (i.e., Events/Programs operated by external entities), the User will be required to provide a written certification that all of the User's Event/Program staff have been subject to and passed background checks as outlined below. The written certification form that must be completed before the Event/Program is approved to proceed is available on the UA Youth Protection website. Only Event/Program staff certified as passing background checks, including social media checks, within the last twelve months will be allowed to participate in the program. User shall not knowingly permit any staff to participate in the Event/Program if the employee or volunteer does not pass the background check. Users that fail to comply with the Youth Protection Policy and these background check requirements may be subject to suspension or termination of operations.

Each criminal background check must include the following minimum requirements and parameters:

A. Criminal Search

- i. 10-year felony and misdemeanor search based on all jurisdictions provided on application and social security number trace.
- ii. Hands on county criminal search or direct access to county court terminals that are updated daily are utilized.
- iii. Statewide searches conducted in the following areas: Alaska, Alabama, Arizona, Colorado, Connecticut, District of Columbia, Florida, Hawaii, Iowa, Idaho, Kansas, Kentucky, Maryland, Michigan, Missouri, New Mexico, New York (when applicable), North Carolina, North Dakota, Oklahoma, Rhode Island, South Carolina, and Wisconsin
- iv. Federal criminal search conducted on a nationwide basis in all United State District Courts.
- v. All maiden names and AKAs are included in the search.

B. Social security number traced through multiple sources to include the three credit bureaus.

- C. National DB Offender Scan: The scope is a multi-jurisdictional search consisting of court records, incarceration records, prison/inmate records, probation/parole/release information, arrest data, wants and warrants, 50 state Sex Offender Registry search, and the USA Patriot Act Search (U.S. and foreign sanctions and watch lists as provided by states, U.S. and foreign government, and international organizations). Any hits are verified at the court of original jurisdiction.
- D. Social media search conducted consistent with the requirements and parameters employed by Risk Mitigation. If you have already run a social media search on Event/Program staff, you must check with Risk Mitigation to determine if that search is the equivalent of the search that would be run by Risk Mitigation. If it is not, an additional social media search must be run through Risk Mitigation on all Event/Program staff.

Users may fulfill this background check requirement on their own via their own vendor or by utilizing the University's vendor, Risk Mitigation. If User completes a background check that satisfies all of the foregoing requirements on any Event/Program staff at least twelve months before the program start date, User is not required to perform another background check through the University provided vendor on those individual staff. Any User who does not have a background check process that meets UA requirements can establish an account for approved background checks with the University vendor, Risk Mitigation. **The University will pay for all background checks, which includes social media searches, on Event/Program staff completed through Risk Mitigation.** Contact information for Risk Mitigation will be provided upon registration of the Event/Program with UA's Youth Protection Program.

If the User elects to use Risk Mitigation, each User will be responsible for evaluating any results of its program staff background checks received. Through Risk Mitigation's process, any individual whose background check reveals disqualifying material will automatically receive notice of disqualification pursuant to the Fair Credit Reporting Act (15 U.S.C. § 1681 *et seq.*). User will only receive the results of a Risk Mitigation background check if materials revealed by the background check require further evaluation by the program in order to determine whether an individual is disqualified, as discussed in greater detail below.

Upon completion of the foregoing check (or for any prior check that is being relied on to satisfy this provision of the Agreement), criminal convictions for the following charges (or charges that are similar in nature to the following charges) that appear on an individual's background check report will disqualify that program staff member (i.e., employee, volunteer, etc.) from participating in the program:

#### **Felony Convictions**

- Murder
- Child abuse or neglect
- Crimes against children, including child pornography
- Spousal abuse
- Crimes involving rape or sexual assault
- Kidnapping
- Arson
- Physical assault or battery
- Drug-related offenses committed during the preceding 5 years

#### **Misdemeanor Convictions** (Committed as an adult against a child)

- Child abuse
- Child endangerment

- Sexual assault
- Child pornography

If a program is unsure of how to proceed after receiving a potentially disqualifying background check, the program may contact the University's Office of Human Resources for guidance on compliance with this Agreement. In any such case, the program should only provide an anonymized outline of the information necessary for the University to provide a recommendation on whether the individual meets University standards for participation. The University will not have access to the results of any background check and will not request that any results be provided to it. Additional information on the background check process is also available on the UA Youth Protection website.

42. **Independent Contractors.** For programs designated on the Reference page as external to UA, it is expressly agreed that all parties are acting hereunder as independent contractors and, under no circumstances, shall any of the employees of one party be deemed the employees of the other for any purpose. This Agreement shall not be constructed as authority for either party to act of any kind for the account of or on behalf of the other except to the extent and for the purposes provided for herein.

43. **Severability.** All of the terms, provisions, and conditions of this Agreement shall be deemed to be severable in nature. If for any reason the provisions hereof are held to be invalid, illegal, or unenforceable to any extent, then, to the extent that such provisions are valid and enforceable, a court of competent jurisdiction shall construe and interpret this Agreement to provide for maximum validity and enforceability of this Agreement.

44. **Interpretation.** Each party recognizes that this Agreement is a legally binding contract and acknowledges that it has had the opportunity to consult with legal counsel of choice. In any construction of the terms of this Agreement, the same shall not presumptively be construed against or in favor of either party on the basis of that party being the drafter of such terms.

45. **Use for Official University Functions.** In the event that a University department or division is the sole User pursuant to this Agreement, then the provisions as to Insurance, Indemnification, and Additional Liability of User shall not apply. Further, in such cases, all references herein to UA shall be construed to apply to the department or division that manages the Facility at issue.

46. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties with respect to the written subject matter hereof and supersedes all previous proposals, both oral and written, negotiations, representations, commitments, writings and all other communications between the parties. It may not be released, discharge or modified except by an instrument in writing signed by a duly authorized representative of each of the parties. In the event of any conflict between any provision of this Agreement and any other agreement related to the Event/Program, the provision of this Agreement will control and shall be contracting and binding on the parties. Similarly, to the extent there is a conflict between these General Terms & Conditions and the terms contained on the Reference Page, the terms on the Reference Page will govern.



## Appendix I:

# Permissive Use Agreement: Catered Beverage Services

**THE UNIVERSITY OF ALABAMA**  
**PERMISSIVE USE AGREEMENT**

**-Catered Beverage Services-**

The Board of Trustees of the University of Alabama, a public corporation and constitutional instrumentality of the State of Alabama, for and on behalf of The University of Alabama (collectively "UA") agrees to allow for catered beverage services on the UA campus, on the following terms and conditions. This Reference Page defines certain terms and provisions used throughout the Agreement:

**Date Submitted:** \_\_\_\_\_

**Caterer**

Caterer (Legal/Group Name): \_\_\_\_\_

Address: \_\_\_\_\_

Caterer Contact Name: \_\_\_\_\_

Caterer Contact Phone Number: \_\_\_\_\_

Caterer Contact Email: \_\_\_\_\_

**Event**

Event Name: \_\_\_\_\_

*(Please note the name of the event must be the **exact** event name as it will appear on the ABC application)*

Facility Name for Event: \_\_\_\_\_

Facility Address: \_\_\_\_\_

Number of Participants Allowed or Expected: \_\_\_\_\_

Event Date(s) and Time(s): \_\_\_\_\_

Has the Event(s) been approved for Alcohol? Yes \_\_\_\_ No \_\_\_\_

If yes, has the Event been approved for Alcohol by:

House Corporation Board: Yes \_\_\_\_ No \_\_\_\_

Sponsoring Undergraduate Greek organization: \_\_\_\_ Yes \_\_\_\_ No

ABC Approval: Yes \_\_\_\_ No \_\_\_\_ Pending approval \_\_\_\_

Check if Caterer will serve Beer \_\_\_\_ Wine \_\_\_\_ Other Alcohol \_\_\_\_

Supplies, Equipment, and Materials to be furnished by UA (if any):

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Will caterer provide staff to check IDs Yes \_\_\_\_ No \_\_\_\_

Will caterer provide staff to issue armbands to those 21 years or older: Yes \_\_\_\_ No \_\_\_\_

**Special Provisions:**

**For UA use only:**

A copy of the certificate of insurance in compliance with section 7 herein must be furnished by Caterer. Insurance received from Caterer:

Yes \_\_\_\_ No \_\_\_\_

By signing below, Caterer agrees to the terms of this Agreement, including specifically the “General Terms and Conditions” attached hereto and incorporated herein.

**CATERER:**

**THE BOARD OF TRUSTEES OF  
THE UNIVERSITY OF ALABAMA:<sup>1</sup>**

Signature:\_\_\_\_\_

Signature:\_\_\_\_\_

Title:\_\_\_\_\_

Title:\_\_\_\_\_

Date:\_\_\_\_\_

Date:\_\_\_\_\_

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<sup>1</sup> A representative of the Board of Trustees is not required to sign the Agreement if the User is an internal UA department, or division.

**THE UNIVERSITY OF ALABAMA**  
**PERMISSIVE USE AGREEMENT**  
**General Terms & Conditions<sup>2</sup>**

1. **Use of Premises.** The Board of Trustees of the University of Alabama, by and through the University of Alabama (collectively “UA” or “The University”) hereby grants and gives its consent and permission for User<sup>3</sup> to use and occupy the described Facility, for the described Event or Program, at the specifically described Date(s) and Time(s). UA’s consent and permission are given subject to and dependent upon User agreeing to and complying with all terms and conditions of this Permissive Use Agreement (hereinafter “Agreement” or “PUA”), which includes these General Terms & Conditions as well as any accompanying Reference Page and supplemental terms or exhibits. User has no right to use any additional facilities of The University of Alabama under the terms of this Agreement. Further, the Facility is limited to use by the Number of Persons Allowed at the Event, as defined on the Reference Page. User will take good care of the Facility and return the Facility in as good a condition as when received. Unless otherwise expressly agreed to by UA, permissive use is restricted to the Facility set out on the Reference Page and no other. Any unauthorized access to areas, facilities, or equipment will constitute trespass and may be subject to prosecution; at a minimum, User will incur additional charges for cleanup and damages for any such unauthorized access.

2. **Charges.** User shall pay all Charges set out on the Reference Page in full at the time that the Agreement is signed unless other payment arrangements are agreed upon in advance by both parties. In addition, the User shall be separately responsible for all costs of supplies and materials not furnished by UA, including any additionally required personnel and/or security, excessive setup, cleanup, costs of insurance, costs of food, beverages, and catering, and any and all costs of damage to University property.

3. **Supplies, Materials, and Equipment.** User shall furnish all supplies, materials, and equipment required to conduct the Event, except as specifically agreed otherwise by UA on the Reference Page or an attachment made a part hereof. User understands there may be additional charges for equipment usage, video or PA setup, or other technical services. Requests for those services must be made and approved in advance in the “Special Provisions” section of the Reference Page.

4. **Personnel and Security.** User shall furnish, and be responsible for, all personnel that User deems necessary to conduct the Event, including coaches, trainers, instructors, supervisors, counselors, and any other necessary personnel. User is responsible for providing all supervision, security, and crowd control personnel who are necessary to protect the Facility and other UA property from any damage or acts of vandalism committed by User or User’s employees, agents, contractors, representatives, vendors, caterers, volunteers, Event participants, invitees, guests, and other individuals associated with User or the Event (collectively “User’s associates”). User is responsible for ensuring User’s associates comply at all times with the terms of this Agreement, including, but not limited to, compliance with

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<sup>2</sup> Terms used herein that are not defined, but are identified on the Reference Page, shall have the meanings assigned on the Reference Page, unless the context shall require otherwise.

<sup>3</sup> “User” refers to the entity identified on the first page of this Agreement and, for purposes of this Agreement, includes that entity and any of its affiliates, subsidiaries, employees, contractors, representatives, officers, and directors.

all relevant UA policies and procedures. User is also responsible for providing an appropriate number of properly trained personnel to supervise and ensure the safety of User's associates during the Event. UA may require the User to obtain and furnish, at User's expense, the presence of off-duty University of Alabama Police Department (UAPD) officers or other security personnel, depending on the type and hours of the Event, for the protection of UA property. UA may also require the User to obtain and furnish, at User's expense, the presence of athletic trainers, depending on the nature of the Event. As noted below in the provision addressing *Youth Program Background Check Process*, UA may require the User to obtain background clearances on some or all of the User's associates, depending on the nature of the Event. User must assure that only User's associates are in the Facility.

5. **University Representative.** UA may furnish at least one representative on-site or on-call. User will follow all reasonable instructions and requests of UA representatives. User acknowledges that the UA representative owes no duties to protect, supervise, or provide security to User or User's associates, and neither UA nor its representative assume duties toward User or User's associates, by the presence of this representative. The University Representative is present only for the protection of UA's property and the convenience of UA.

6. **Set Up, Take-Down, and Cleaning.** UA may provide general set-up and take-down services in connection with the Event. User shall be responsible for all specific set-up, take-down, cleaning (outside and inside the Facility), decorations, and conduct of the Event. UA reserves the right to assert additional charges beyond those on the Reference Page at any time when the User makes unreasonable demands or leaves the Facility in a condition beyond that reasonably expected at an Event of a similar nature. User agrees to pay for all repairs, replacements, and cleaning that result from the improper use, neglect, vandalism, or abuse of the Facility, or other UA facilities or property, by User or User's associates. User is not allowed to toss seeds, rice, glitter, or confetti at the Event. Further, User is not allowed to use any balloons, loose glitter, or open flames (except for chafing dish warmers) on campus unless appropriately approved in writing in advance of the Event. Any such actions will result in additional charges.

7. **Insurance.** User (and any approved outside caterer) shall provide to University a certificate of liability insurance from a carrier acceptable to the University with an A.M. Best rating of A - VII or higher, as evidence of insurance coverage for the use of the Facility and the Event. This insurance shall be primary coverage, and will contain no terms allowing the insurer to be subrogated to the rights of any injured or damaged person or entity.

At a minimum, the insurance must name **The Board of Trustees of the University of Alabama, its agents, officers, and employees, as additional insureds**. Insurance shall be in the following minimum amounts: \$1,000,000.00 per occurrence and \$2,000,000 annual aggregate. If alcoholic beverages are being sold, the liability insurance must include liquor liability, or, if alcohol is being provided at no charge, host liquor liability must be included. Additional amounts of coverage may be required of User depending on the activities and/or features of the planned event and/or based on the expected attendance or if using an outside caterer based upon the circumstances. The certificate of liability insurance must be received 15 days prior to the Event.

The insurance requirement may be waived or modified. Any request for waiver or modification of the insurance requirements must be made in writing to the University's Office of Risk Management. All insurance requirements set forth herein remain in force until waived or modified in writing by the University's Office of Risk Management. The University may allow the User to self-insure all or part of the insurance requirement as determined by the Office of Risk Management and this decision will be primarily determined by a review of the User's audited financial statements that must reflect the ability to absorb self-insured claims without creating a material change in the User's financial condition.

8. **Catering.** User (and any approved outside caterer) shall comply with the licensure and insurance requirements and obligations of the Outside Vendor Catering Program. Food, beverages, and catering shall not be allowed unless

approved by UA in a separate writing made a part hereof. To the extent allowed, User shall be responsible for paying all costs of food, beverages, and catering, which includes, but is not limited to, costs associated with preparation and clean-up. All preparation and service of food and drinks that are not prepackaged must be by a caterer who is licensed and insured in compliance with UA's catering licensing program. User shall be responsible for making all necessary arrangements with the caterer, and paying all expenses and charges of the caterer. Neither User nor any caterer has a right to operate concessions for food, beverages, or officially licensed University merchandise; all such rights are reserved to UA, unless prior approval is received in accordance with UA policy. In addition to the other indemnification obligations set forth in this Agreement, User will indemnify UA for any claims, losses, or demands made by a caterer against UA arising from or relating to the Event.

9. **Alcohol.** Alcohol is only allowed by User at the Event or on UA premises via special, written permission of UA, and in accordance with University policy. User may request that alcohol be allowed at the Event. If alcohol is approved, User agrees to comply with the University Drug-Free Campus and Workplace Policy as well as all applicable laws and regulations, including open container laws and laws regarding consumption or possession by minors. User will make available alternative transportation for all intoxicated drivers. Student organizations must abide by all provisions of the University's Alcohol and Other Drug Policy and Social Event Guidelines, the terms of which are incorporated herein. UA may grant or deny requests for alcohol in its sole and absolute discretion. UA does not assume any responsibility or liability for ensuring that User or User's associates follow applicable laws and regulations regarding alcohol.

10. **Parking Regulations.** User shall become aware of, and comply with, all University parking regulations and rules. User and User's associates shall be subject to those rules and regulations. No dedicated or reserved parking spaces are available. Unless specifically written otherwise on the Reference Page, User is not gaining limited or exclusive access to any parking lots or facilities.

11. **No Tobacco/Smoking.** The Facility is a tobacco-free facility. Further, smoking is prohibited on the University campus, which includes the Facility and the area around the Facility. User shall be assessed additional costs for violation of this provision by any User associate.

12. **No Obstruction of Signage.** User shall not hang signs, banners, or posters in front of or otherwise obscure any existing signage, commercial or otherwise, that exists at the Facility, nor permit others to do the same, except with prior, written consent of UA. No signage may be attached in any way so as to damage walls or premises. Exterior signage, including advertising or wayfinding, must be approved in advance via the University Grounds Use Process.

13. **AS-IS / Condition of Facility.** UA makes no warranties or representations regarding the Facility, nor any representations or warranties that the Facility is well suited or fit for a particular purpose or Event. The Facility is provided in an **AS IS** condition. User has examined the Facility and accepts the same in the physical condition in which it now exists.

14. **Licenses, Taxes, Laws, Rules, Regulations, Policies, and Procedures.** User shall comply with all laws, orders, rules, fire codes, and regulations of federal, state, city, county, and municipal authorities, including, without limitation, rules and policies of the Facility, UA and their officials. User will comply with all policies and procedures instituted by UA.<sup>4</sup> User agrees to comply with any applicable laws regarding equal access and nondiscrimination, including the Americans with Disabilities Act and Title IX. User agrees to provide, at its expense, reasonable

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<sup>4</sup>For information on many relevant UA policies, please visit <https://www.ua.edu/about/policies/>.

accommodations for User's associates while they are participating in the Event/Program in accordance with the Americans with Disabilities Act. User may contact UA's Equal Opportunity Director to coordinate with UA the implementation of any such reasonable accommodations. User shall be responsible for acquiring all licenses required to undertake the Event and shall be responsible for paying any and all fees, taxes or government charges related to the Event. In addition to the other indemnification obligations set forth in this Agreement, User will indemnify UA for any fines, penalties, sanctions, violations, claims, losses, fees, settlements, or demands associated with User or User associate's failure to comply with this provision.

15. **No Assignment and Subletting.** This Agreement is specific to User and is not assignable nor shall the Facility or any part hereof be sublet or used for any purpose without express written consent of The University.

16. **Indemnification and Immunity.** User shall indemnify, hold and save harmless the University, its affiliates, and subsidiaries and their past, present, and future trustees, officers, agents, and employees from all losses, claims, liabilities, suits, actions, settlements, judgments, expenses, damages, costs (including attorney fees of attorneys of the University's choice and court costs), expenses, and all liability of any nature or kind arising out of or relating to the Event/Program and/or the User's failure or neglect to meet any obligations under this Agreement.

The University does not assume any responsibility, obligation, or liability for any damages, losses, settlement payments, legal fees, or expenses relating to any claims or allegations arising from any actions or inactions of the User or User's associates relating to or arising from the Event/Program and/or any obligations under this Agreement. User assumes full responsibility for any and all damages, losses, legal fees, expenses, and settlement payments relating to any and all claims or allegations arising from the Event/Program and/or User's failure or neglect to meet any obligation under this Agreement.

The User agrees to maintain all required insurance coverage and limits according to the requirements for programs or activities involving minors, as provided by the University. User's indemnification obligations and responsibility for any and all damages, losses, settlement payments, legal fees, or expenses as provided for under this provision exist even if coverage for these items and/or the conduct from which they arise is excluded under any of the User's policies of insurance or reinsurance or if coverage under these policies has been exhausted.

This provision shall survive the termination or expiration of the Agreement.

No term or condition in this Agreement shall be deemed or construed as a waiver of the sovereign immunity of the University under Article I, section 14 of the Alabama Constitution, the Eleventh Amendment to the United States Constitution or any other applicable provision of law or equity and the University hereby expressly reserves the right to assert such immunity as a defense to any action or proceeding brought that relates to the Agreement.

17. **Additional User Liability.** In addition to User's indemnity obligations set forth above, User shall be solely liable for the costs of repair or replacement of any damage to UA property arising out of its use of the Facility or the Event. This shall apply to any negligent (including strict liability), wanton, or intentional act or omission of User or User's associates. UA shall calculate the cost of repairing said damage, including labor charges, which may include overtime, and present an invoice for said charges to the User. User shall pay said costs within seven (7) days after presentation of the invoice.

18. **Access to Facility.** The University and its representatives shall have the right to enter upon the Facility at all reasonable times before, during, and after the Event, for any reasonable purpose. The University retains the right, in

its sole discretion, to immediately eject and bar User and/or any of User's associates from the Facility for just cause, which includes, but is not limited to, a violation of any term or condition of this Agreement.

19. **No Sponsorship by UA.** For programs designated on the Reference Page as external to UA, User acknowledges that the Event is not sponsored, hosted, or conducted in any way by UA, and User agrees to assume all responsibility and liability arising or resulting from its organizing, hosting, sponsoring, advertising, and conducting of the Event. User may not use the logos, indicia, registered symbols, or trademarks of UA without the prior written consent of UA's licensing director. User will not represent nor imply that the Event is sponsored, hosted, or conducted, in whole or in part, by UA. If there are any advertising materials for commercial events, they should include the statement: "(Event/Program) is solely operated by (User Legal Name), which is not affiliated with The Board of Trustees of The University of Alabama or The University of Alabama."

20. **NCAA Rules.** Prior to, during, and following the Event, User agrees that it will not, and will not request any person, participant, employee, coach, booster, student-athlete, volunteer or prospective student-athlete (whether affiliated with the University or not) to, participate in any activity which might constitute a violation of NCAA or SEC bylaws or other governing athletic rules or laws. User agrees to make available for review and use by UA and its compliance officers upon request all documents and records of the Event for purposes of compliance with governing athletic rules. User further agrees to fully cooperate with UA and its compliance officers in all reasonable requests related to compliance with governing athletic rules.

21. **No Waiver.** No delay or omission of the exercise of any right by either party shall impair any such right or shall be construed as a waiver of any default or as acquiescence therein. One or more waivers of any covenant, term, or condition of this Agreement by either party shall not be construed by the other party as a waiver of a subsequent breach of the same covenant, term or condition. All remedies provided for herein shall be construed as cumulative and shall be in addition to every other remedy otherwise available to the parties.

22. **Amendment.** This Agreement may be amended only by a writing duly executed by both parties.

23. **Counterparts.** This Agreement must be executed by both the User and the University. However, the Agreement may be executed in multiple counterparts (no one of which need contain the signatures of more than one party hereto so long as each party hereto executes at least one such counterpart) and by facsimile, each of which shall be deemed an original and all of which, when taken together, shall constitute and be one and the same instrument.

24. **Signature Authority.** The signatory for User represents and warrants that they have full authority to enter into this Agreement. In the event that the User is a corporate entity, signatory further represents that no further corporate or other approvals are necessary for this Agreement. The individual signing will assume personal liability for this Agreement, should the corporate User contest such authority or should the entity otherwise be unable to comply with all of the terms of this Agreement.

25. **Captions.** The paragraph headings of this Agreement are for convenience only and are not intended, and shall not be construed to alter, limit or enlarge in any way the scope or meaning of the language contained in this Agreement.

26. **Governing Law.** This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of Alabama, without regard to conflicts of law principles. Any claims against UA arising out of this Agreement shall be submitted to the Alabama State Board of Adjustment. The University does not waive and specifically reserves all immunities to which it is entitled by the laws of the State of Alabama and the United States, including Article I, section 14 of the Constitution of Alabama, and the Eleventh Amendment to the United States Constitution. Exclusive jurisdiction and venue of any claims not barred by immunity, nor required to be filed before



the Board of Adjustment, shall be in the Circuit Court of Tuscaloosa County, Alabama, or the United States District Court for the Northern District of Alabama, Western Division.

27. **Termination by University.** The University shall have the right to withdraw and terminate the permission hereby given at any time if User breaches or fails to comply with or abide by any of the terms and conditions herein. Upon any such termination, User shall promptly vacate the Facility and cease conduct of the Event. User further acknowledges that the primary function for which the Facility exists is the conduct of recreational, educational, and other events of UA. Accordingly, the University reserves the right, at any time prior to the Event, to cancel this Agreement and refund all amounts paid by the User. User further agrees that in the event of any termination by UA, the University shall have no liability for any direct or consequential damages or loss that User may suffer or incur as a consequence of such termination.

28. **Termination by User.** User may cancel this Agreement, with a full refund, only if the Agreement is canceled by written notice received by UA no less than thirty (30) days prior to the scheduled Event.

29. **User Property.** The University assumes no responsibility whatsoever for any property placed in the Facility by User or User's associates. All charges of UA constitute a first lien against any property of User at the Facility. Further, any property of User or User's associates that remains at the Facility shall be considered abandoned after ten (10) days and shall become, and remain, the property of UA.

30. **Copyright Fees, Royalties, and Licenses.** User shall be responsible for securing the assent in writing of the owner of any copyrighted material used by User. User shall be fully responsible, and indemnify UA, for any fees, royalties or licenses in connection therewith.

31. **Force Majeure.** If the Facility is rendered unusable for the Event by reason of Force Majeure, UA and the User shall be released from their obligations hereunder. UA shall not be responsible for any damages to User, but User shall be entitled to a refund of amounts paid and not used. Force majeure shall mean fire, earthquake, hurricane, tornado, flood, act of God, war, or other cause beyond the control of UA.

32. **Notices.** All notices to UA must be in writing and directed to: Office of Counsel, Box 870106, Tuscaloosa, AL 35487. Notices to the User may be directed to the contact set out on the Reference Page.

33. **No Disruption of UA Functions.** The Facility is primarily intended as a recreational and/or educational facility for use by UA. The Facility may not be used in any way, and the Event may not be conducted in any manner nor may the User's associates behave in any way that materially disrupts UA's own teaching, research, administrative, service, athletic activities, or any living or working arrangements. Proposed uses may also be subject to reasonable time, place, and manner restrictions imposed by UA. Restrictions may be imposed for health and safety concerns or other conflicts with UA's educational mission and goals. UA reserves the right to deny any proposed use or cancel any Agreement, in its sole and exclusive discretion, to the extent allowed by law.

34. **No Animals.** With the exception of service animals that are trained to do work or perform tasks for a person with a disability, the use of animals in conjunction with the Event is prohibited without prior written approval from the UA Office of Facilities and Grounds.

35. **Releases from Participants.** If required by UA, User agrees to obtain from each User associate that uses the Facility or otherwise participates in the Event a release of liability and consent to participate, which will also release, indemnify, and hold harmless The Board of Trustees of the University of Alabama, its affiliated entities, and each of their respective trustees, directors, officers, employees, and agents. Such release shall be signed by a parent or guardian

for all participants under the age of 19. User should utilize the appropriate University waivers, releases, and assumption of risk forms. Programs that are subject to the Youth Protection Program must utilize the forms designated for Youth Programs. Signed copies of participant releases for Youth Protection Programs should be provided to the Office of Compliance, Ethics, and Regulatory Affairs, Box 870107, Tuscaloosa, AL 35401 at the conclusion of the event. All releases should be securely stored for a minimum of **six (6) years**. Any release that concerns people under the age of nineteen and does not involve the Youth Protection Program should be securely stored for a minimum of **twenty (20) years**. Once releases are signed, they should be scanned into a pdf and uploaded to the Risk Management Release Portal. This provides a storage database for tracking records.

36. **Fees for Participants.** User shall be solely responsible for establishing, billing, and collecting all fees and charges payable by participants in the Event, unless other contractual arrangements have been made between the User and the University. UA's Charges are not contingent upon User's success at collection.

37. **Residence Halls and Dining to be Contracted Separately.** To the extent User desires the use of residence halls and dining services during the Event, User, at its cost, shall be responsible for separately reserving, coordinating, and contracting for residence hall space for User and User's associates with UA's Department of Housing and Residential Communities (HRC), and for the provision of meals to participants with Bama Dining or its designee (Dining), unless such arrangements are included as part of a larger contractual agreement that is subject to these Terms & Conditions. In addition to the requirements of any agreement(s) between User and Dining or HRC, User and User's insurance, indemnities, and other guarantees of this Agreement shall also cover UA employees and representatives involved with dining and housing responsibilities. User shall be solely responsible for damage to any HRC or Dining property and shall separately pay all charges for HRC and Dining, in addition to the Charges of this Agreement.

38. **Transportation and Incidental Services to be Contracted Separately.** User shall be solely responsible for securing transportation and any other necessary and incidental services to be provided to User's associates in association with the Event. User shall be responsible for any separate charges of Crimson Ride. Should User desire or request UA, Crimson Ride, or others to provide any transportation or other incidental services, User shall separately contract and pay for such services, unless such arrangements are included as part of a larger contractual agreement that is subject to these Terms & Conditions. In addition to the requirements of any agreement(s) related to such transportation, User and User's insurance, indemnities, and other guarantees of this Agreement shall also cover UA employees and representatives involved with transportation responsibilities.

39. **No Sponsorship by Competitors of UA Marketing.** Neither User nor the Event will accept sponsorship from any vendor, business entity, or commercial enterprise that competes in any manner with UA approved marketing. In further explanation, but not limitation thereof, User will not accept services, products, or benefits from vendors, business entities, or commercial enterprises that provide substantially the same type of service, product, or benefit, as vendors, business entities, or commercial enterprises, with which UA, its related entities, or an approved marketing contractor has a current or existing contract, or with which one of the same is actively negotiating such an agreement. Further, any coach involved with the operation will remain bound by any endorsement contracts between UA, its related entities, and UA approved marketing contractor, and any manufacturer, seller, or vendor of athletically related shoes, equipment, apparel, other athletically-related products, soft drinks, bottled water, or isotonic beverages.

40. **Child Protection Policy and Law.** User agrees to strictly comply with the University's Child Abuse Reporting Policy and Procedures and Alabama law (ALA. CODE § 26-14-1 *et seq.*) relating to the prevention and reporting of child abuse and neglect. The terms of the University's Child Abuse Reporting Policy and Procedures are incorporated herein by reference. User further agrees to ensure User and all of User's associates fully understand and comply with the University of Alabama's Child Abuse Reporting Policy and Procedures, and Alabama's child abuse reporting statutes

(ALA. CODE § 26-14-1 *et seq.*), including reporting any suspected child abuse to UA and the appropriate authorities, which includes, but is not limited to, UAPD.

Furthermore, for Events that are for or involve minor participants, User agrees to strictly comply with the University's Youth Protection Policy and all associated obligations and requirements therein. All applicable Events/Programs must be registered and approved prior to the start of the contracted program or activity in accordance with the timelines established in the Youth Protection Policy and the accompanying Guide.

User agrees to confirm that each of User's associates receives a copy of the University's Child Abuse Reporting Policy and Procedures, the University's Youth Protection Policy, and all relevant supporting documents. User agrees to confirm that each of User's associates has completed the University's required training, any required background verification (discussed in greater detail in *Paragraph: Youth Program Background Check Process*), and submitted any required or requested documentation, including any liability or indemnification waivers deemed necessary by the University, prior to the start of that individual's involvement in the Event/Program that is subject of the Agreement.

User also understand and agrees that the University's Child Abuse Reporting or Youth Protection Policies may be changed, withdrawn, added to or interpreted at any time at the University's sole discretion and without prior notice to User.

41. **Youth Program Background Check Process.** All Events/Programs involving youth (i.e., individuals under 18 years of age) that must be registered in accordance with the Youth Protection Policy are required to submit all of the User's Event/Program staff (including all employees and volunteers) to appropriate background checks, including social media checks, as outlined herein. For applicable Events/Programs that are affiliated with UA, those checks will be run and managed through the Youth Protection Program registration process.

For applicable Events/Programs that are not affiliated with UA (i.e., Events/Programs operated by external entities), the User will be required to provide a written certification that all of the User's Event/Program staff have been subject to and passed background checks as outlined below. The written certification form that must be completed before the Event/Program is approved to proceed is available on the UA Youth Protection website. Only Event/Program staff certified as passing background checks, including social media checks, within the last twelve months will be allowed to participate in the program. User shall not knowingly permit any staff to participate in the Event/Program if the employee or volunteer does not pass the background check. Users that fail to comply with the Youth Protection Policy and these background check requirements may be subject to suspension or termination of operations.

Each criminal background check must include the following minimum requirements and parameters:

A. Criminal Search

- i. 10-year felony and misdemeanor search based on all jurisdictions provided on application and social security number trace.
- ii. Hands on county criminal search or direct access to county court terminals that are updated daily are utilized.
- iii. Statewide searches conducted in the following areas: Alaska, Alabama, Arizona, Colorado, Connecticut, District of Columbia, Florida, Hawaii, Iowa, Idaho, Kansas, Kentucky, Maryland, Michigan, Missouri, New Mexico, New York (when applicable), North Carolina, North Dakota, Oklahoma, Rhode Island, South Carolina, and Wisconsin
- iv. Federal criminal search conducted on a nationwide basis in all United State District Courts.
- v. All maiden names and AKAs are included in the search.

B. Social security number traced through multiple sources to include the three credit bureaus.

- C. National DB Offender Scan: The scope is a multi-jurisdictional search consisting of court records, incarceration records, prison/inmate records, probation/parole/release information, arrest data, wants and warrants, 50 state Sex Offender Registry search, and the USA Patriot Act Search (U.S. and foreign sanctions and watch lists as provided by states, U.S. and foreign government, and international organizations). Any hits are verified at the court of original jurisdiction.
- D. Social media search conducted consistent with the requirements and parameters employed by Risk Mitigation. If you have already run a social media search on Event/Program staff, you must check with Risk Mitigation to determine if that search is the equivalent of the search that would be run by Risk Mitigation. If it is not, an additional social media search must be run through Risk Mitigation on all Event/Program staff.

Users may fulfill this background check requirement on their own via their own vendor or by utilizing the University's vendor, Risk Mitigation. If User completes a background check that satisfies all of the foregoing requirements on any Event/Program staff at least twelve months before the program start date, User is not required to perform another background check through the University provided vendor on those individual staff. Any User who does not have a background check process that meets UA requirements can establish an account for approved background checks with the University vendor, Risk Mitigation. **The University will pay for all background checks, which includes social media searches, on Event/Program staff completed through Risk Mitigation.** Contact information for Risk Mitigation will be provided upon registration of the Event/Program with UA's Youth Protection Program.

If the User elects to use Risk Mitigation, each User will be responsible for evaluating any results of its program staff background checks received. Through Risk Mitigation's process, any individual whose background check reveals disqualifying material will automatically receive notice of disqualification pursuant to the Fair Credit Reporting Act (15 U.S.C. § 1681 *et seq.*). User will only receive the results of a Risk Mitigation background check if materials revealed by the background check require further evaluation by the program in order to determine whether an individual is disqualified, as discussed in greater detail below.

Upon completion of the foregoing check (or for any prior check that is being relied on to satisfy this provision of the Agreement), criminal convictions for the following charges (or charges that are similar in nature to the following charges) that appear on an individual's background check report will disqualify that program staff member (i.e., employee, volunteer, etc.) from participating in the program:

#### **Felony Convictions**

- Murder
- Child abuse or neglect
- Crimes against children, including child pornography
- Spousal abuse
- Crimes involving rape or sexual assault
- Kidnapping
- Arson
- Physical assault or battery
- Drug-related offenses committed during the preceding 5 years

#### **Misdemeanor Convictions** (Committed as an adult against a child)

- Child abuse
- Child endangerment

- Sexual assault
- Child pornography

If a program is unsure of how to proceed after receiving a potentially disqualifying background check, the program may contact the University's Office of Human Resources for guidance on compliance with this Agreement. In any such case, the program should only provide an anonymized outline of the information necessary for the University to provide a recommendation on whether the individual meets University standards for participation. The University will not have access to the results of any background check and will not request that any results be provided to it. Additional information on the background check process is also available on the UA Youth Protection website.

42. **Independent Contractors.** For programs designated on the Reference page as external to UA, it is expressly agreed that all parties are acting hereunder as independent contractors and, under no circumstances, shall any of the employees of one party be deemed the employees of the other for any purpose. This Agreement shall not be constructed as authority for either party to act of any kind for the account of or on behalf of the other except to the extent and for the purposes provided for herein.

43. **Severability.** All of the terms, provisions, and conditions of this Agreement shall be deemed to be severable in nature. If for any reason the provisions hereof are held to be invalid, illegal, or unenforceable to any extent, then, to the extent that such provisions are valid and enforceable, a court of competent jurisdiction shall construe and interpret this Agreement to provide for maximum validity and enforceability of this Agreement.

44. **Interpretation.** Each party recognizes that this Agreement is a legally binding contract and acknowledges that it has had the opportunity to consult with legal counsel of choice. In any construction of the terms of this Agreement, the same shall not presumptively be construed against or in favor of either party on the basis of that party being the drafter of such terms.

45. **Use for Official University Functions.** In the event that a University department or division is the sole User pursuant to this Agreement, then the provisions as to Insurance, Indemnification, and Additional Liability of User shall not apply. Further, in such cases, all references herein to UA shall be construed to apply to the department or division that manages the Facility at issue.

46. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties with respect to the written subject matter hereof and supersedes all previous proposals, both oral and written, negotiations, representations, commitments, writings and all other communications between the parties. It may not be released, discharge or modified except by an instrument in writing signed by a duly authorized representative of each of the parties. In the event of any conflict between any provision of this Agreement and any other agreement related to the Event/Program, the provision of this Agreement will control and shall be contracting and binding on the parties. Similarly, to the extent there is a conflict between these General Terms & Conditions and the terms contained on the Reference Page, the terms on the Reference Page will govern.

## Appendix J:

# Grounds Use Permit

# THE UNIVERSITY OF ALABAMA OFFICE OF FACILITIES AND GROUNDS

## APPLICATION FOR USE OF CAMPUS GROUNDS

1. Name of Applicant: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
 Local Address: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

2. Representing (Self/Name of UA Org. or Dept.): \_\_\_\_\_  
 Office/Position Held in Org./Dept.: \_\_\_\_\_

**UNIVERSITY ACCOUNT NUMBER:** \_\_\_\_\_

3. **CAMPUS GROUNDS REQUESTED:** \_\_\_\_\_  
 (Attach a campus map if necessary. If event is on the Quad, please specify which section.)

\*At NO TIME will unauthorized vehicles be allowed on the Quad for any reason.

**NUMBER OF PERSONS EXPECTED TO ATTEND:** \_\_\_\_\_

4. **DATE OF USE:** \_\_\_\_\_ **TIME** — From: \_\_\_\_\_ To: \_\_\_\_\_  
 (Generally, The Office of Landscape and Grounds must have at least a 10 business days notice for the event to be processed.)

If this is a recurring event, please list the other dates and times:

<b>DATE OF USE:</b> _____	<b>TIME</b> — From: _____ To: _____
<b>DATE OF USE:</b> _____	<b>TIME</b> — From: _____ To: _____
<b>DATE OF USE:</b> _____	<b>TIME</b> — From: _____ To: _____

5. **PURPOSE** for which Use of Grounds is being requested? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

6. Do you request permission to use **SOUND EQUIPMENT**? ☐ **Yes** ☐ **No**  
 (if **yes**, please describe equipment) \_\_\_\_\_  
 \_\_\_\_\_

7. Do you request permission to display, build, or erect any **STRUCTURES**? ☐ **Yes** ☐ **No**  
 (if **yes**, please describe them in detail) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

8. Will there be **FOOD**? ☐ **Yes** ☐ **No**  
 (if **yes**, please describe what will be served) \_\_\_\_\_  
 \_\_\_\_\_

Will the food be sold or given away during the event?

Will the food be home cooked or catered?\_\_\_\_\_

9. Will there be **ALCOHOL** at this event? ☐ **Yes** ☐ **No**

10. **HEALTH & SAFETY STANDARDS/LIABILITY:** I understand that this event must meet all health and safety requirements of the University, City and County of Tuscaloosa, and State of Alabama and agree to ensure conformity with all such requirements.

I further agree to take full responsibility to manage this event in such a way as to comply fully with UA's policy relating to the Use of University Space, Facilities & Grounds; **the General Terms and Conditions**; and all other relevant University policies and procedures.

I agree to remove all trash and other items associated with this event, and to return the grounds to pre-event condition. In the event that I fail to return the grounds to pre-event conditions, the University will assess the reasonable costs of labor (at a minimum of four (4) hours per person performing the labor), damages, clean-up and repairs. For University organizations and departments, such reasonable costs will be assessed to the University Account number provided above. For individual faculty and staff members, the University will provide me an invoice itemizing the amount I owe, and I agree to be personally responsible for the amounts set forth in the invoice. If I fail to pay the invoice within seven (7) days of the University issuing it to me, I authorize the amount of the invoice to be satisfied by payroll deduction (including a lump sum deduction) and by any other method allowed by law.

Applicant Signature:\_\_\_\_\_ Date:\_\_\_\_\_

Applicant Printed Name:\_\_\_\_\_

11. Will **CHILDREN** (age 0-17) be participating in or attending your event? ☐ **Yes** ☐ **No**

If yes, will the children be supervised at all times during the event by a parent, guardian, or teacher?

☐ **Yes** ☐ **No**

Depending on the type of event proposed, there may be other forms or steps in addition to this one—and other offices to contact—before the event can be considered for approval. If you are a student organization, you will need to register your event with The SOURCE utilizing the Online Event Planning Form.

\* \* \*

Should you have questions, please refer to UA's Grounds Use Permit website.

Please return your completed Application and any required certifications to:

**Donna McCray — Director of UA Facilities Operations and Grounds Use Permits**  
**Box 870294 • 1204 14<sup>th</sup> Street • Tuscaloosa, Alabama 35487**  
**205-348-6777 • groundspermits@fa.ua.edu**

Office Use Only:

**Approved:**\_\_\_\_\_ **Date:**\_\_\_\_\_ **Confirmation Sent:**\_\_\_\_\_



## Appendix K:

# Project Initiation Request (PIR)

# Student Organization Housing

## Project Initiation Request (PIR)

**(Revised April 2019)**

<b>The University of Alabama</b>		<b>Box 870298</b>	
<b>Office of Fraternity &amp; Sorority Life</b>		<b>Phone:</b>	<b>(205) 348-2693</b>
<b>Ferguson Center Room 2500</b>		<b>Fax:</b>	<b>(205) 348-8326</b>
<b>For University Use Only:</b>	<b>Date Received:</b>	<b>Received by:</b>	<b>HCB approval received:</b> Yes ____ No ____
<b>PLEASE COMPLETE ALL SECTIONS BELOW</b>			
<b>Student Organization:</b>			
<b>Address:</b>			
<b>Project Location:</b>			
<b>Name of person submitting and relationship with organization:</b>			
<b>Telephone:</b>		<b>Fax:</b>	
<b>Email Address:</b>			

**Please answer the following:**

1. **What is the present use of the space?**
2. **What is the proposed use of the renovated space?**
3. **Description of work being requested:**

4. **Describe Special Architectural Features Required:** (example: special floor loading or structural requirements, soundproofing, suspended ceilings, cabinets, minimum door widths, special flooring, handicap requirements, etc.)  
(Attach Additional pages as required.)

5. **Describe special electrical requirements:** (Attach additional pages as required.)

1.	Existing lights fixtures to remain or replace fixtures.					
2.	Lighting level:	High	Medium	Low		
3.	Number of receptacles					
4.	Indicate voltage:	120V	208V	240V	Single Phase	Amperage
5.	Other scope of work					

6. **Are there any fire and/or security alarm system requirements?**

7. **List number of telephone, fax, and data line outlets required:**

8. **Describe special plumbing requirements:** (fixtures, emergency showers, drains, acid waste, gas, air, etc.)  
(Attach additional pages as required.)

9. **Are there any known hazardous materials?** (i.e. asbestos, chemicals, lead, etc.)

10. **Describe heating, air conditioning, ventilation & humidity requirements:** (Consider long range plans, not just the present)

- A. Maximum number of people using the space at one time.
- B. Any heat generating equipment in the project (i.e. computers copier, lab equipment, etc.).
- C. Special environmental conditions for equipment (i.e. controlled temperature, humidity, ventilation, etc.).
- D. Year-around cooling requirements.

11. **Attach a drawing showing rough dimensions and/or floor plan, and indicate changes required for your project. If applicable, show location of electrical, telephone and computer terminal outlets required as well as other special features. Use dimensions if locations are critical. Use north arrow or other method of orientation.**

12. What is your desired completion date? \_\_\_\_\_

13. What is the source of funding? \_\_\_\_\_

14. What is your budget range (you must select one). Please include copies of cost estimates.

less than \$2,000	2,000 to \$5,000	5,000 to \$10,000;
10,000 to \$20,000	20,000 to \$50,000;	

If over \$50,000, indicate estimated amount: \$ \_\_\_\_\_

**15. University of Alabama Construction Process for Student Organization Facility Construction/  
Renovation:**

- A Project Initiation Request Form (PIR) must be submitted to the Office of Fraternity & Sorority Life at least one week prior to the next regularly scheduled Student Organization Facilities Committee meeting. Regular meetings are held on the second Wednesday of every month, and special meetings can be called if necessary. PIRs submitted past the one week deadline may be held until the following monthly meeting.
- Based on project cost, the Student Organization Facilities Committee will review the PIR, and make a recommendation, or forward the Committee's recommendation to the Administration regarding whether it believes the project should proceed as submitted, proceed with modifications, or proceed to the Board of Trustees (BOT) for approval, if required.
- The final recommendation will be forwarded to the person submitting the original PIR with instructions on how to proceed with the project or if the project has been denied.
- All projects with a project cost of \$50,000 or greater will be managed by the University and bid in accordance with state procurement and bid laws regardless of the source of funding.
- In accordance with Board Rule 415, all architects/designers must be engaged/hired by UA regardless of project cost or funding source.
- Projects with a cost of less than \$50,000 can be managed by the House Corporation of the Student Organization. Final approval of projects \$50,000 or under will be the responsibility of the Student Organization Facilities Committee. If approved, prior to beginning work, the design and product specifications for the project must be reviewed by Construction Administration as outlined in the recommendation provided to the party submitting the original PIR.
- Chapters that fail to submit a Project Initiation Request and receive permission to move forward prior to beginning a project, will be assessed a fine of \$2,500 for the first violation, \$5,000 for the second violation, and \$7,000 for any subsequent violation. The chapter will be invoiced, and will have 30 days to provide payment. If payment is not received within 30 days and monies are available in the Building Fund, the fine will be paid from that fund. If monies are not available in the Building Fund for payment, a 5% penalty fee will be added each month, from the date of the invoice, that the invoice remains unpaid.
- Where applicable, Student Organizations that wish to apply for new or existing lots, or those that would like to

request swing space while a project is being completed, the appropriate application must be completed and submitted for review by the Student Organization Housing Advisory Board Committee. The submission of this application is also coordinated by the Director of Fraternity & Sorority Life.

**Please note that failure to abide by any of these requirements gives the University the right to halt any project until the proper procedures are followed.**

**Approval signature of House Corporation Board President or representative who is authorized to submit on behalf of the organization is required. Written confirmation from the House Corporation Board President of anyone authorized to sign/submit on behalf of the House Board President must be received by the OFSL along with submission of the Project Initiation Request if signed by someone other than the House Board President, prior to review by the Student Organization Facilities Committee.**

**Upon completing this form and acquiring the appropriate signature, please forward the form along with cost estimates, to the Office of Fraternity & Sorority Life, The University of Alabama, 2500 Ferguson Center, Box 870298, Tuscaloosa, AL 35487 or email to Julie Elmore, [jelmore@ua.edu](mailto:jelmore@ua.edu) for submission. Forms may also be faxed to (205) 348-8326.**