



SOCIAL EVENT REGISTRATION FORM (SERF)

Revised November 14, 2007

All social events sponsored by a fraternity or sorority at the University of Central Florida must be registered with Fraternity and Sorority Life. Social events that must also have a Safety Action for Event (SAFE) form are events that involve the use of alcohol, and/or have more than 150 attendees, and/or occur outside or events taking place on RWC property. Please keep in mind that SAFE forms are due 15 days in advance and SERF forms are due 5 business days in advance. Forms received after 5:00 PM will be processed on the next business day. Please refer to the OSI website at www.osi.sdes.ucf.edu for more information regarding the SAFE forms and to the F&SL website at www.greeklife.sdes.ucf.edu for the SERF Policy and Guidelines.

Name of Sponsoring Organization: \_\_\_\_\_

Name of other organization(s) participating (events with more than five [5] organizations require the completion of an additional SERF form):

- 1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Type of Event (please check): [ ] BYOB [ ] Third Party Licensed Vendor [ ] Dry [ ] Other \_\_\_\_\_

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

Location of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: From \_\_\_\_\_ Until \_\_\_\_\_
Month Date Year

Sponsoring and Participating Organization(s) President Signatures:

- 1. Sponsoring Organization President's Name (Printed) President's Signature President's Phone Number
2. Participating Organization President's Name (Printed) President's Signature President's Phone Number
3. Participating Organization President's Name (Printed) President's Signature President's Phone Number
4. Participating Organization President's Name (Printed) President's Signature President's Phone Number
5. Participating Organization President's Name (Printed) President's Signature President's Phone Number

Sponsoring and Participating Organization(s) Social Chair Signatures:

- 1. Sponsoring Organization Social Chair's Name (Printed) Social Chair's Signature Social Chair's Phone Number
2. Participating Organization Social Chair's Name (Printed) Social Chair's Signature Social Chair's Phone Number
3. Participating Organization Social Chair's Name (Printed) Social Chair's Signature Social Chair's Phone Number
4. Participating Organization Social Chair's Name (Printed) Social Chair's Signature Social Chair's Phone Number
5. Participating Organization Social Chair's Name (Printed) Social Chair's Signature Social Chair's Phone Number

Sponsoring Organization Advisor:

- 1. Sponsoring Organization Advisor's Name (Printed) Advisor's Signature Advisor's Phone Number





## Social Event Registration Form (SERF) Policy & Guidelines

Revised November 14, 2007

---

---

### Policy

- I. All social events sponsored by a fraternity or sorority at the University of Central Florida must be registered with Fraternity and Sorority Life. Social events that must also have a Safety Action for Event (SAFE) form are events that involve the use of alcohol, and/or have more than 150 attendees, and/or occur outside or events taking place on Recreational and Wellness Center (RWC) property. Please keep in mind that SAFE forms are due 14 days in advance and SERF forms are due 5 business days in advance. (e.g. Monday-Friday: 8:00 AM-5:00 PM) Forms received after 5:00 PM will be processed the next business day. Please refer to the OSI website at [www.osi.sdes.ucf.edu](http://www.osi.sdes.ucf.edu) for more information regarding the SAFE form. Please refer to the SERF Policy and Guidelines at [www.greeklife.sdes.ucf.edu](http://www.greeklife.sdes.ucf.edu) for more information.
- II. A gathering of three (3) or more people of the same fraternity or sorority could be considered a social event and thus we encourage you to register all events that have the appearance of a social gathering. These events include but are not limited to: Grab-A-Dates, Socials, Date Functions, Formals and Semi-Formals, Fundraisers, Closed Socials, Parent and Alumni Events, Capture the Flag, etc.
- III. A completed copy of the F&SL SERF must be submitted to F&SL no later than five (5) business days prior to the date of the social event. When a completed form is submitted to F&SL on time, it must be date stamped. Then a receipt copy of the form will be given to the applicant for the fraternity or sorority's records. Upon review of the **completed** form, F&SL will email the chapter president within two (2) business days either approving or disapproving the social event. Any questions regarding the approval or disapproval of social events should be directed to the Director or Assistant Director of F&SL.
- IV. All social events sponsored by a fraternity or sorority, on or off campus, involving alcohol must be either a BYOB Function or a Third Party Licensed Vendor Function. In the event of BYOB functions, please follow the specified guidelines.
- V. Failure to submit a complete SERF will result in a \$50 fine for the first violation, \$100 fine for the second violation, \$150 fine for the third violation, and social probation for the fourth violation.
- VI. All printed materials publicizing a social event must be submitted to F&SL for approval with the SERF form - five (5) business days prior to the date of the social event.

### General Guidelines for all Social Events

The following guidelines must be met in order for a social event to be approved by F&SL.

- I. **The sale of alcoholic beverages by the sponsoring organization is prohibited.**
- II. **No alcoholic beverages may be purchased through the chapter treasury nor may the purchasing of alcohol for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the chapter.**
- III. **Entrance:** All social events at which alcohol beverages are served/consumed must have at least two (2) active members and/or one (1) executive member from the sponsoring organizations present at the venue's entrance and sober throughout the entire event. A list of members working the entrance must be submitted to F&SL at least one (1) business day prior to the event.

- IV. **Identification:** All persons shall have their identification and age checked at the entrance to the event. All persons under the age of 21 will not be allowed to bring or use alcohol at the event. Every organization must have a system for determining which guests are of legal age. It is strongly recommended that the event security monitors the age and identification verification.
- V. **Security:** All social events at which alcohol beverages are served/consumed must have at least one certified security guard, who is in no way affiliated with the sponsoring organization. More security guards may be required for large social events.
- VI. **Sober monitors:** At least 10% of the sponsoring organizations' active membership present must be sober at the event and monitor the safety of all guests. A list of sober monitors and their birth dates or PIDs must be submitted to F&SL at least one (1) business day prior to the event.
- VII. **Duration:** Events at which alcoholic beverages are served/consumed may not last longer than five (5) hours. Events longer than five (5) hours must be approved by F&SL.
- VIII. **Containers:** There shall be no alcohol served by use of a common container. Therefore, kegs, party balls, and punches containing hard liquor are prohibited.
- IX. **Safe Environment:** The location of the event must be clean and free of potential hazards.
- X. **Crisis Management Plan:** The sponsoring organization must have a crisis management plan prepared and rehearsed prior to the event and on file with F&SL. This plan must be submitted in writing to F&SL at the beginning of the fall semester by the indicated due date. Contact information for local emergency services, local police, university, and alumni advisors should be posted in visible areas throughout the venue.
- XI. **Transportation:** Safe transportation (i.e. buses, sober drivers, taxis) must be provided for every organization sponsored social for members and guests.
- XII. **Alternate Beverages and Snacks:** Snack food and non-alcoholic beverages must be available at the event.
- XIII. **Enclosed Area:** If the sponsoring organization is permitted to conduct a social event in an on campus fraternity house, alcohol beverages must be served and consumed within an enclosed area of the building.

### **Type of Event Specific Guidelines**

The following guidelines must be met (in addition to the General Guidelines for all Social Events) in order for the social event to be approved by F&SL.

#### **I. Bring Your Own Beverage Function**

- a. **A Bring Your Own Beverage (BYOB) Function** is considered to be a social event which requires all members and guests to provide their own alcoholic beverage.
- b. **Guest List:** A guest list with PIDs or birthdates must be submitted to F&SL at least one (1) business day prior to the event. The number of individuals in attendance must be in accordance with the venue's fire codes for maximum capacity. **All guests must be invited by personal invitation only.**
- c. **Limits:** The limit on the amount of alcohol shall be one (1) six-pack of 12 oz beers, or one (1) four-pack of 12 oz wine coolers, or four (4) mini bar bottles of 50 ml of liquor per person per event. No bottled beverages are allowed throughout the event. Bottled beverages must be poured into a cup.
- d. **Entrance:** There shall be one main entrance to the event. The entrance shall serve four purposes:
- To ensure every person entering the event is either a member or a guest
  - To check identification of individuals entering the event
  - To ensure that no visibly intoxicated person is admitted to the event, and
  - To ensure that no one is permitted to leave the event with an opened alcoholic beverage

Several exits must be made available due to fire codes and laws; however, exits cannot be used as entrances; only one entrance shall be used.

- e. **Security:** The certified security guard will be present to legitimately check members' and guests' Identification (IDs).
- f. **Wristbands:** Wristbands will be issued only to those of legal drinking age. No one will be permitted to possess, obtain, or use any alcoholic beverages without wearing a wristband and being of legal drinking age.
- g. **Serving Area:** There is to be only one (1) serving area monitored by sober members who are of legal drinking age. Member servers will serve all beverages but may not consume alcoholic beverages before or during the event. No alcohol may be distributed from any other area during the event. Servers will not serve any persons who are visibly intoxicated. A list of servers and their birth dates must be submitted to F&SL at least one (1) business day prior to the event.
- h. **Collection and Distribution:** Upon entry into the event, a person of legal drinking age, must obtain a wristband and then drop off their alcohol at the serving area and exchange it for the proper amount and type of tickets (i.e. a six-pack of beer for six (6) tickets designated for that brand of beer). A person may only receive a beverage in exchange for a ticket and may only receive one beverage at a time. The sponsoring organization will be responsible for monitoring the event to make sure no one is drinking without a wristband, and that no person is in possession of more than one (1) alcoholic beverage at a time. No bottled beverages are allowed throughout the event. Bottled beverages must be poured into a cup.
- i. **Containers:** All beverages packaged in a glass container must be served in a plastic cup.
- j. **Event Closing:** Upon the conclusion of the event, guests may exchange tickets for remaining alcohol. Sober monitors must then escort all guests and unopened alcohol off the premises.

## II. Dry Event

- a. All other social events which do not involve the use of alcohol.

## III. Third Party Licensed Vendor Function

- a. **A Third Party Licensed Vendor Function** is considered to be a social event in which the use of alcohol is monitored and distributed by a professional agency **independent** of the sponsoring organization. This type of event may take place on or off campus. There shall be no alcohol served by use of a common container unless monitored by the professional agency, ***which is required to use a cash bar system (by the cup)***. Therefore, kegs, party balls, and punches containing hard liquor are prohibited.
- b. **Third Party Responsibilities:** The sponsoring organization must ensure that the Third Party Vendor meets the following requirements:
  - Provide a copy of insurance permit to F&SL at least five (5) business days prior to the event.
  - Monitor the location's entrances and exits
  - Provide necessary security to ensure the proper safety for all guests
  - Check the identification of each member and guest to ensure that, if they choose to drink, they are of the legal drinking age
  - Snack food and non-alcoholic beverages must be provided

**If you have any questions regarding the policy, please contact F&SL staff for clarity.**

**Failure to comply with any part of this policy will result in fines or the loss of hosting social event privileges.**