



DELTA UPSILON

INTERNATIONAL FRATERNITY

DELTA UPSILON ALUMNI EVENT REGISTRATION PROCEDURES

UPDATED JULY 2019

Delta Upsilon's Substance-Free Housing Policy adopted in May 2018 allows up to six (6) alumni-hosted events per year with alcohol on the property (in house, parking lot, backyard, etc.) of Delta Upsilon. Either Third-Party Vendor or BYOB events will be allowed for the six events (see definitions below). Those events must be planned, contracted and funded by the alumni association or house corporation and hosted for the primary purpose of alumni cultivation and brotherhood. Failure to submit registration forms or complying with Delta Upsilon's Loss Prevention policies will result in a loss of future alumni sponsored events with alcohol.

The policy was intended to support these types of events:

- Homecoming
- Home football game days
- Chapter reunions
- Founder's Day
- Chapter Anniversary

This form does not need to be filled out for alumni events off-property or substance-free events.

Third-Party Vendor Events- Alumni will contract a licensed and insured vendor to either sell or distribute beer, wine, or other beverages under .15 ABV. The vendor or designated alumni will check IDs and only distribute alcohol to brothers and guests over the age of 21.

BYOB Events- Alumni will be responsible for the distribution of alcoholic beverages (under .15 ABV) to brothers and guests. The event hosts will be responsible for checking IDs and only distribute to brothers and guests over the age of 21. For best practices surrounding BYOB, please see the following resource: https://www.holmesmurphy.com/fraternal/wp-content/uploads/sites/2/2017/01/BYOB_Guidelines_NIC.pdf

Events information must be submitted to Senior Director of Educational Programs Katherine Pezzella and approved/denied at least seven days in advance of the event. Alumni associations and house corporations may request approval for multiple events at once (for instance, if alumni are hosting three gameday events over the course of a semester/term, all with the same logistics and vendors).

Event applications will be reviewed by International Fraternity (IHQ) staff for completeness and to ensure that proper contracts and insurance coverage (if applicable) are in place. IHQ Staff will email the applicant within three business days.

Please note that there may be campus requirements for events that are separate from DU's event approval. In some cases, policies (university, IFC, local, or state) may be stricter than DU policies or these events may be prohibited. If you have specific questions, please contact IHQ to discuss further.

Process for Submitting Events:

1. The alumni association or house corporation plans the event using these resources:
 - a. Delta Upsilon Loss Prevention Policy

- b. Holmes Murphy Event Planning Guide:
https://www.holmesmurphy.com/fraternal/wp-content/uploads/sites/2/2018/06/Event-Planning-Guide-2018_FINAL-.pdf
 - c. Any campus, IFC, or State/Local policies and checklists that could apply to events held at the chapter house (if different from information listed in this form).
 - d. Questions about contracts, insurance coverage, or anything else can be directed to Senior Director of Chapter Development Katherine Pezzella at pezzella@deltatau.org or (317) 875-8900.
2. The alumni association or house corporation submits an event application located here:
<https://deltatau.wufoo.com/forms/mf44o560xknq68/>
 3. A member of the International Headquarters staff will review the application for completeness with attention to the signed contracts and submitted insurance information. The IHQ staff member will contact the alumni association or house corporation with questions.
 - a. The International Headquarters staff will review contracts and insurance certificates (if applicable) as they relate to coverage and policy compliance.
 4. After the application has been reviewed for completeness, confirmation will be sent to the primary alumni contact listed on the event application, with a copy to the undergraduate president and chapter advisor.

Delta Upsilon's Loss Prevention Policies can be found at: www.deltatau.org/loss-prevention.

Information Needed for the Application

If hosting a BYOB event (if allowed), please provide the following:

- Basic details about the event, including date, location, number of expected guests, and method for managing the guest list and entrance to the event.
- Details about security (if required by university or applicable) and the process of checking IDs. In addition, BYOB events will need to detail the plan to insure that only people above the age of 21 are able to consume alcoholic beverages.

If hosting a third-party vendor hosted event, please provide the following:

- Basic details about the event, including date, location, number of expected guests, and method for managing the guest list and entrance to the event.
- Details about security (if required by university or if security is being used) and checking IDs.
- Signed contract with third party vendor providing alcohol.
- Other signed contracts with vendors, including caterers, security or local police (if applicable).
- Insurance certificate(s). Insurance certificates must be submitted for the third-party vendor providing alcohol; you are encouraged to submit insurance certificates for other vendors.
 - Recommended minimum limits: General Liability \$1,000,000 and Liquor Liability \$1,000,000.
 - If hiring security, verify that the company carries Workers' Compensation / Employee Liability of at least \$100,000 / \$500,000.