

# Risk Management Policies at a Glance

## **General Procedures for all events with alcohol**

### A. Any event with alcohol

1. All parties with alcohol over a 1 to 1 guest/brother ratio must be registered (ifc.mit.edu) by Thursday 5:00 p.m.
2. In-house non-drinking party monitors
3. Entrance and exit non-drinking party monitors
4. Guest list must be compiled **before** the start of the party
5. Guests must sign in
6. Guest limit of 150
7. No intoxicated individuals admitted to party
8. Wristband for all guests 21 +
9. Alcohol attended at all times
10. No serving to intoxicated individuals
11. Remove guests who are not abiding to policies
  - a. possess alcohol without a wristband
  - b. distributes alcohol to those without wristbands
  - c. distributes alcohol to intoxicated guests
12. Guests are only served one drink at a time
13. Events have a theme
14. Non-alcoholic beverages and food readily available and accessible
15. Unattended alcoholic beverages are removed
16. Service of alcohol ends 15 minutes prior to end of event
17. Event closes at 1:00 a.m. (Cambridge) and 2:00 a.m. (Boston)

Chapters are expected to adhere to IFC and their chapter risk management policies and procedures. All regulations within these policies will be enforced, including:

1. No open parties with alcohol will occur, which also involves no postering/or other forms of advertising or open invitations distributed via email, TheFaceBook, MySpace, etc; *use of invitation only with a 150 guest list*;
2. Occupancy will not exceed the 150 guest person limit. There is no distribution of party cards or reminders.
2. Individuals under the age of 21 will not be served alcohol.

Any violation of policy will be provided due process under standard judicial procedures.