Vanderbilt University
National Pan-Hellenic Council & Intercultural Greek Council Event Policy

In planning and implementing events, all members of the National Pan-Hellenic Council, Inc. (NPHC) and the Intercultural Greek Council (IGC) within the Vanderbilt University community are required to follow the regulations and policies contained in this policy as well as in any other applicable University policy. Members must also abide by all federal, state, and local laws, and their (inter)national organization policies.

Definitions

An “event” shall be defined as (i) any activity that is planned, (co)sponsored, hosted, promoted or funded by a chapter, group, or organization or (ii) any activity where the number of people in attendance from any given chapter would lead a reasonable person to believe it was a function of that chapter (i.e., parties, talent shows, tailgates, pageant, etc.).

a. Promotion includes, but is not limited to, utilizing any form of social media, print materials, or deliberate campaigning to advertise or market an event or to invite or otherwise encourage members and guests to attend an event.

b. Funding includes, but is not limited to, payments made from chapter dues, the chapter bank account, a collection of funds from chapter members, or an individual member.

c. This definition excludes chapter meetings, Executive Board or officer meetings, meetings with chapter adviser(s), and other small meetings of members for conducting the business and operations of the chapter.

The following guidelines must be followed when a chapter or council hosts or co-hosts an event:

- Host organizations must meet with the NPHC/IGC adviser at least two weeks prior to an event to discuss the size and scope of the event and, as needed, to create an event plan. Chapters are required to comply with all stipulations outlined by the NPHC/IGC adviser in the event planning meeting, including but not limited to the number of party patrol monitors required, the presence of third-party security, and other event management protocols.

- Host organizations must register their events on Anchor Link at least 2 weeks prior to the event.

- Host organizations are responsible for event preparation and clean-up.

- Host organizations that require Special Event Insurance must register their event at least 1 month in advance, and obtain appropriate forms and authorization from their International Headquarters.

- If security is needed for the event, the host organization is responsible for coordination of officers with the Office of Greek Life and the associated cost.

- Host organizations are responsible for any damages that occur during the event.

- The presence of alcohol at philanthropic events, recruitment or intake events, or any new member activity or ritual is prohibited.

- Pre-football game tailgates may only occur from 4.5 hours prior to and must end 30 minutes before kickoff.
For events held at the NPHC Community House, please refer to the National Pan-Hellenic Council, Inc. Facilities Agreement for additional guidelines. Agreement can be provided by the Office of Greek Life.

For events held at the Student Life Center or at the Multipurpose House (208 24th Ave S), the following guidelines apply:

- All event reservations for the Student Life Center must be made in Virtual EMS to Reservations and Events and communicated to the NPHC/IGC adviser at least 3 weeks in advance.
- Chapters must get a “Security for Special Event Request” form from the Office of Greek Life. The form must be filled out and given to the NPHC/IGC adviser to send to VUPD at least 3 weeks in advance.
- Chapter President and NPHC/IGC adviser should schedule a meeting with the Office of Greek Life and Reservations and Events to go over party logistics at least 2 weeks prior to the date of the event.
- All relevant policies and procedures for these facilities must be followed and may be found here: http://www.vanderbilt.edu/greek_life/

For events held in other locations, chapters must follow all relevant policies and procedures related to the specific location and all relevant policies outlined the Vanderbilt Student Handbook (https://www.vanderbilt.edu/student_handbook/).