

# University of Oklahoma

## Open Social Event Policy

Social events and activities are an important aspect of the college experience and the development of the college student. These events offer students the opportunity to educate, celebrate, and recreate as a campus community. Some social events have inherent risks that must be minimized to protect the health and safety of all participants attending the event. The following policies are adopted in an effort to minimize exposure to risks associated with open social events.

**An “open social event” is defined as a social event/party without a pre-determined/limited guest list, hosted any time between the hours of 11 p.m. and 8 a.m. and has one/both of the following criteria:**

1. cash tendering (i.e. admission is charged at the door or through pre-purchased tickets)
2. open to non-OU students

If a student organization is planning to host an open social event/party, the following procedures **MUST** be followed.

1. Register the Open Social Event with Student Life, Union Suite 370 by completing the [Open Social Event Notification Form](#). The form must be submitted at least five (5) business days prior to the event.
2. Open Social Events that are open to non-OU students may only occur within Norman city limits.
3. **The organization’s adviser or approved designee must attend the event in its entirety. NOTE: The adviser(s) is encouraged to arrive at least 20 minutes before the opening of the event to ensure all procedures and policies have been followed.**
4. Admittance to an Open Social Event requires a **CURRENT** college or university ID **and** driver’s license or state/federally issued ID. Non-university students may not attend unless written exemption has been granted by the director of Student Life. Only one exemption per organization will be permitted each semester.
5. A sign-in sheet must be used at the entrance of the event. The sign-in sheet must collect all guest names and phone numbers. Security personnel must be responsible for sign-in. **The completed sign-in sheets must be submitted to Student Life within three (3) business days following the event. Failure to do so may result in student code charges and a loss of event privileges.**
6. A minimum of two (2) CLEET-certified security guards must be present during, and at least 30 minutes after, the event to secure both inside and outside the event’s location. For every fifty (50) participants over 100, one (1) additional security guard is required. All security guards must be licensed and bonded. Third party security guards must be unarmed if on OU campus property.
7. Open Social Events on OU property must have a minimum of one (1) OUPD officer present.
8. Events involving strolling are subject to time and place restrictions. View [www.ou.edu/studentlife](http://www.ou.edu/studentlife) for details.
9. All Open Social Events are subject to random attendance and compliance verification checks by University officials.
10. If alcohol is available, all aspects of the University of Oklahoma’s Alcohol Policy must be strictly followed.
11. Organizations or individuals found to be in violation of any law or University policy are subject to University sanctions. Refer to the Student Rights and Responsibilities Code at [studentconduct.ou.edu](http://studentconduct.ou.edu).

If there are questions or concern regarding this policy, contact Student Life at (405) 325-3163.