

Florida State University Registered Student Organization Third Party Vendor Checklist  
(Adapted from the FIPG Third Party checklist)

This checklist is a guide for student organizations to use when hosting social events at an off-campus venue. These recommendations have been adapted from the fraternal information programming group (FIPG). These recommendations are to protect the health and safety of individuals who attend social events and to assist the organization in providing a safe and healthy social environment. Your organization should comply with the risk management policies of your national organization; abide by all local, state, and federal laws, and the university student code of conduct.

**The organization's risk management plan must include (please initial every item of the checklist):**

\_\_\_\_\_ 1. The social event registration process has been followed, paperwork completed, and on file with the appropriate governing council officer and/or FSL.

\_\_\_\_\_ 2. The appropriate law enforcement officials have been hired. The number of officers that should be hired should be determined by the hired agency based upon the scope of the event.

\_\_\_\_\_ 3. A plan for the organization to assist members and guest safely arriving to and departing from the event is in place.

\_\_\_\_\_ 4. The organization has agreed to complete the post-event report within 48 hours of the event end time. The form should be turned into the Office of Fraternity and Sorority Life for the appropriate council officer to review and follow-up, if needed.

**The Venue and/or Vendor should:**

\_\_\_\_\_ 1. Be properly licensed by the appropriate local and state authority. This might involve both a liquor license to sell on the premises where the function is to be held.

\_\_\_\_\_ 2. Be properly insured with a minimum of \$1,000,000 of general liability insurance, evidence by a properly completed certificate of insurance prepared by the insurance provider

The above "certificate of insurance" must also show evidence that the vendor has, as part of his coverage, "off premise liquor liability coverage and non-owned and hired coverage."

The certificate of insurance must name as additional insured (at a minimum) the local chapter of the fraternity hiring the vendor as well as the national fraternity with whom the local chapter is affiliated.

**ATTACH A COPY OF THE CERTIFICATE OF INSURANCE AND HIGHLIGHT REQUIRED CLAUSES.**

\_\_\_\_\_ 3. Agree in writing to alcohol sales only to those of the legal drinking age and collected by the vendor, during the function.

\_\_\_\_\_ 4. Assume in writing all responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:

A. Checking identification card upon entry;

- B. Not serving minors;
- C. Not serving individuals who appear to be intoxicated;
- D. Maintaining absolute control of all alcoholic containers present;
- E. Collecting all remaining alcohol at the end of a function (no excess alcohol—opened or unopened—is to be given, sold or furnished to the chapter);
- F. Removing all alcohol from the premises.

Attach a written agreement signed and dated by the chapter president and the vendor stipulating agreement to the items required in #3 and #4 above.

This form must also be signed and dated by both the chapter president and the vendor. In doing so, both parties understand that only through compliance with these stipulations will the chapter be in compliance with FIPG and national fraternity requirements.

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Name of Organization

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Chapter President's Signature and Date

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Vendor's Signature/Company and Date