



# MISSISSIPPI STATE UNIVERSITY™

## FRATERNITY AND SORORITY LIFE

### SECURITY VENDOR CHECKLIST FOR ON CAMPUS SOCIAL EVENTS

In accordance with MSU Policy [OP 91.200: Student and Other University Organizations](#), it is required that chapters hire professional security for on campus social events. Off-duty law enforcement officers are preferred when and where possible. When hiring security, the following checklist will help hire security that is adequately bonded, professional and will provide the best risk reduction strategy for your event.

The vendor must:

- Be properly licensed, trained, and bonded by the appropriate local and state of Mississippi authority. (Attach copies of state and local licenses to this checklist.)
- Be properly insured with a minimum of \$1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance broker. The certificate of insurance should name as additional insured the following: the local chapter of the fraternity/sorority hiring the vendor, the inter/national fraternity/sorority with whom the local chapter is affiliated, Mississippi State University, the Mississippi Board of Trustees of State Institutions of Higher Learning, and their affiliates, employees, officers and trustees. Attach a copy of the certificate of insurance.
- Execute the attached indemnification agreement.
- Provide only security guards who have a clear background check. Individuals with but not limited to, felonies, drug related convictions, sexual misconduct related convictions, etc. should not be working at fraternity or sorority events or properties.
- Provide a minimum of one security person for each 100 guests.
- Have at least one CPR and first aid trained individual on site.
- Assume in writing all the responsibilities that the security company will provide, including but not limited to:
  - Checking identification upon entry against guest lists.
  - Managing all entrance/exit points of the venue.
  - Removing guests who are disrupting the event.
  - Preventing guests from leaving with alcohol.
  - Responding to any disruptions that take place at the party in conjunction with law enforcement authorities.
  - Conduct periodic sweeps of exterior areas of facility.

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Chapter President's Signature & Date

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Vendor's Signature/Company & Date

*Updated: January 2024*