



SECURITY VENDOR CHECKLIST

Hiring professional security can be a useful option for helping to effectively managing a chapter social function. Off-duty police officers are preferred, when and where possible, but if you hire an outside security company, the following checklist will help you hire an appropriate security vendor.

The vendor must:

1. Be properly licensed by the appropriate local and state authority. **OBTAIN COPIES OF VENDOR’S STATE AND LOCAL LICENSES.**
2. 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. Ideally, the certificate of insurance should name as additional insured (at a minimum) the fraternity/sorority hiring the vendor, as well as the inter/national fraternity/sorority with whom the local chapter is affiliated. **OBTAIN A COPY OF THE CERTIFICATE OF INSURANCE.**
3. Provide only security guards who have passed a background check. If possible, utilize security guards who have received training in fraternal risk management policies.
4. Provide a minimum of one security person for each 100 guests.
5. Detail in writing all the responsibilities that the security company will provide, including but not limited to:
 - a. Checking identification cards upon entry against guest lists
 - b. Managing all entrance/exit points of the venue including restriction of alcohol being brought into the event, unless in compliance with the *Risk Reduction Policy* of Sigma Nu Fraternity, Inc.
 - c. Removing guests who are disrupting the event
 - d. Preventing guests from leaving with alcohol
 - e. Responding to any disruptions that take place at the party in conjunction with local law enforcement authorities
 - f. Conduct periodic sweeps of parking lots and other exterior areas

This form should be signed and dated by both the chapter president and the vendor. In doing so, both parties understand that only through compliance with these conditions will the chapter be in compliance with inter/national organization requirements.

Commander’s Signature

Date

Vendor’s Signature

Date