REQUIREMENTS FOR THEME PARTY CONSTRUCTION PROJECTS FOR *OFF-CAMPUS* FRATERNITIES (SUMMARY VERSION)

This policy was developed to help ensure that each fraternity constructing temporary structures for theme parties will use appropriate safety standards throughout the process.

Part I: Policy Regarding Theme Party Construction Projects

1. **Off-campus fraternities that plan to build temporary structures must have all plans and structures reviewed and approved by Mr. Jerry Williams (501-3170) with the City Codes Office.**
    a. All designs and plans must be submitted to Mr. Williams at least one month prior to the *initiation of construction* for the event.
    b. All approved construction projects will require a minimum of one on-site inspection by Mr. Williams.
    c. Upon inspection, Mr. Williams will provide the fraternity with either a written letter of approval or denial based upon their compliance with construction guidelines

2. **Fraternities must obtain a letter of approval for the structure party from your National Headquarters and submit it to the IFC Advisor at least 14 days prior to the initiation of construction.**
    a. This provides verification that the proposed construction is within risk management guidelines and insurance coverage of their National HQ's. Submit this verification on official HQ letterhead with current contact information.

3. **Fraternities must submit the letter of approval from Mr. Williams to the IFC Advisor no later than 24 hours prior to the start of the event.**

4. **Fraternities must register the party with the IFC as part of the established party registration process.**
    a. All theme parties must follow all IFC risk management standards and guidelines.

5. **All structure party's must adhere to the following time guidelines:**
    a. Construction of temporary structures may begin no more than 30 days prior to the event
    b. All construction materials must be removed from the premises and properly disposed of by 5:00 PM the Friday following the event.
    c. Temporary structures may not be used for more than four consecutive days.

Part II: Building and Construction Standards for Theme Party Projects

1. **The Auburn City Codes Enforcement Division has the responsibility and authority to set all construction standards for safety assessment.**
2. **Construction Specifications:**
    - Platforms or other structures that people can stand, sit, or climb on shall be no higher than 30 inches tall.
    - Decorative non-habitable temporary structures shall be no higher than 12 feet tall.
    - The construction of pools, ponds, towers, slides, rope bridges, or similar construction is not allowed.
    - Structures including walkways, pathways, and platforms shall be built with dimensioned grade lumber. Lumber must be appropriate for spans and load.
    - No torches or other open flames may be within 15 feet of the structure or other flammable materials.
3. **No changes, additions, and/or deletions may be made to the design once approved by the City of Auburn unless written approval is obtained from Mr. Williams.**
4. **Fraternities will be responsible for all expenses, if applicable, incurred in the approval and/or inspection process of their temporary structure.**

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