**DSC Dance Policy and Procedure Draft:**

The Division of Student Affairs recognizes the value that student organizations bring to the campus of the University of Arkansas at Little Rock (UALR). In an effort to create a safe environment for student programs, the following policy shall apply to all dances held within the Donaghey Student Center (DSC). A dance is defined as an evening social event open to the UALR student body occurring outside of regular DSC building hours. All evening events must conclude and the building cleared by midnight Sunday through Thursday and by 2 a.m. for Friday and Saturday events. Dances may only be hosted by organizations with good financial and judicial standing with the university.

**Before the Event**

***Training-*** In order to host a dance in the DSC, organizational representatives (President, Advisor, and two additional executive board members) must attend the social event training held each semester by the Student Experience Center and the Department of Public Safety (DPS). The Department of Public Safety will provide training to the organizational representatives on how to operate security wands. If an organization fails to meet the training requirement the organization’s privileges to host an event in the DSC will be revoked for that semester. In addition to any civic or criminal action taken by local authorities, alleged violations of this policy will be addressed through the university disciplinary process.

***Reservation and Billing-*** Organizations wishing to host a dance will need to work with UALR Conference Services to secure space. Reservations must be submitted through ASTRA online scheduling tool at schedule.ualr.edu. Reservations should be made as soon as an organization decides to host an event, but no less than 14 days prior. Organizations will receive an invoice for requested space. Payment is due in full prior to the event. Spaces available for evening dance reservations include:

Fitness Center:

 Court 2- Occupancy Fire Code= 714 (4 DPS officers required)

 Court 3 & 4- Occupancy Fire Code= 1428 (6 DPS officers required)

Court 2 - 4- Occupancy Fire Code= 2340 (10 DPS officers required)

 Field House: Occupancy Fire Code= 1440 (6 DPS officers required)

Once written confirmation is received by the organization from the Student Experience Center, the requesting organization must complete a Social Event Planning Form through the Student Experience Center and submit a copy of the request confirmation. Social Event Planning Forms must be submitted to the Student Experience Center at least 10 business days prior to the event. Failure to complete this process may result in the event not being approved and a loss of the facility reservation. Once this process is complete, the organization must contract with DPS, as described below, for the requisite number of security officers. Organization will not be able to expand or alter reservation of space once a DPS contract has been secured.

***Public Safety-*** UALR Department of Public Safety (DPS), in conjunction with Student Experience Center staff, will determine the number of officers needed to work an event. Quantity of officers assigned to events will be at minimum of one officer per 230 attendees. Events open to all students and guests must have a minimum of four UALR officers contracted to work the duration of the event. Events open to only UALR students may be required to have officers present depending on the judgment of DPS and Student Experience Center staff. Sponsoring organizations must contact DPS to complete a contract no less than 10 business days prior to the event. A copy of the signed contract with DPS must be submitted to the Student Experience Center with the Social Event Planning Form. If the event is canceled (organizational or university decision), it is the responsibility of the sponsoring organization to contact the Department of Public Safety to cancel the contract within the noted time frame to avoid charges.

UALR DPS officers will be contracted to work all DSC dances. The Department of Public Safety and the Office of Student Experience Center will determine the number of officers (minimum of four). Officers are to be paid, in cash, at the beginning of the event. Officers will be located in the following areas at all times: check-in, money box, inside event/restrooms, and problematic exits (i.e. side exterior exits of Fieldhouse). Additional locations of officers will be determined during the pre-dance meeting. Officers are responsible for patrolling assigned locations and evaluating the safety of the organization and attendees. Officers are not responsible for operating security wands. If security becomes a concern, officers are to discuss improvement strategies with the organizational point person. In the event of an emergency, officers will secure the safety of the organization and attendees first. In this situation, the officers will follow up with the organizational point person after incidents have been addressed.

***Advertising-*** Organizations may advertise their events on and off campus **after** their event has been approved and the Social Event Planning Form has been signed and returned by the Student Experience Center. Advertisements are not to be posted until this time. Advertisements may include, but are not limited to, flyers, handbills, social media, radio ads, etc. All advertisements must include the following admission requirement statement:

*Individuals must provide their university ID and state-issued ID or drivers license*

*to gain entry into this event. Guests must be 18 years of age or older to attend.*

Additionally, advertisements must be appropriate and accurately represent the event information (start time, end time, location, admission requirements, set price, etc.). **All** **advertisements must be approved by the Student Experience Center prior to being distributed (including print, social media, radio, etc.).**

***Guest List-*** Any non-UALR or Non-University Student attending (i.e. alumni, family members) must be listed on an official guest list. This guest list must be submitted to the Student Experience Center 48 hoursprior to the event. A copy of the guest list will be at the guest check-in station. Attendees will have their government ID swiped, and monitors will highlight them on the list. If an individual is not listed on the guest list, they will be denied access to the event. Guest lists indicating attendance will be submitted to the Student Experience Center following the event.

***Event Supplies*-** Sponsoring organizations must acquire required supplies from the Student Experience Center before their event. Supplies will be available during regular business hours (8:00 a.m. – 5:00 p.m. M-F). Organizations are required to use wristbands, security wands, attendance clickers, event signs, and card readers. Supplies will be provided based on the number of anticipated attendees and the event venue.

***Pre-Dance Meeting-*** a pre-dance meeting will be held with the hosting organization, DSC building staff working the event, and DPS no less than 24 hours prior to the event. All organizational monitors, contact point person for the organization, and faculty/staff/alumni advisor must be present at this meeting. If the organization does not have all organizational representatives present, the event will be canceled at the call of the building staff. During this meeting, event logistics will be finalized, and security details reviewed.

**During the Event**

***Event Monitors***- Each organization will identify five individuals plus an advisor to serve as monitors and to work the door for the ***duration of the event***. These individuals are responsible for enforcing admission requirements and collecting entry fees. Individuals may not deviate from advertised entry fees. The names of these monitors must be submitted to Student Experience Center and DPS no less than 24 hours prior to the event. In addition to the monitors, each organization will identify a primary contact, preferably the organization president, to serve as point person for the duration of the event. This individual is responsible for coordinating with DPS to secure a contract for the event, and for maintaining communication with DPS and DSC building staff during the event. In order to be easily identifiable, Student Experience Center will provide a visibility garment to be worn by the contact person for the duration of the event. In order to serve as a primary contact, the member must have participated in the training session offered by the Student Experience Center.

***Advisor-*** It is the responsibility of the organization to have a faculty, staff, or alumni advisor present for the duration of the event. If an advisor cannot attend the event, it is the organization’s responsibility to cancel the dance. Failure to follow this policy will result in disciplinary action against the organization. The role of the advisor is to work with the organizational leaders on the implementation of university policies, and to call attention to risk management or safety concerns as needed.

***Admission Procedure-*** UALR events are intended for university students only. In order to attend a UALR Dance, individuals must be enrolled in an institution of higher education and provide their university ID, as well as, their state issued ID (drivers license) to gain entry into the event. Guests must be 18 years of age or older to attend. A guest’s state ID will be scanned to gain entry into the event. UALR students must have their UALR Student ID, which will be scanned to gain entry into the event. Once an individual’s ID has been scanned, and admission fee paid, the attendee will receive a wristband to be worn while in attendance. All individuals must pass through a security checkpoint, where an organizational representative will scan them with a security wand. “Pat downs” are prohibited. DSC Dances will maintain one entry/exit for all events. Individuals choosing to leave the event may return only after going through the admission procedure again (including payment). Organizational representatives are responsible for keeping an accurate attendance count, and may not exceed the previously stated occupancy. If an event reaches capacity, “Sold Out” signs will be placed on the entrance doors.

***Host Responsibilities****-* Hosting organizations are responsible for the actions of the members and guests at all times. Hosts must bear in mind that the responsibility of managing the event is theirs, not that of the building staff or public safety. If attendees are suspected of using drugs or alcohol before or during the event, admission should be denied for that individual regardless of age. If an attendee appears to be intoxicated during the event, a DPS officer should be notified and the individual will be removed from the event.

**Closing the Event**

***Prior to closing***- The sponsoring organization will announce the last song via microphone at 1:25 am. At the conclusion of the song, or 1:30 am (whichever is sooner) the lights will come on and attendees will be asked to leave. There should be no additional songs or chants following the announced last song. The organizational primary contact will meet with and discuss closing procedure with the event DJ before the event.

***Following the event-*** The sponsoring organization is responsible for clearing the building in a timely fashion following the event. Event supplies must be returned to the Student Experience Center by noon on the next businesses day (usually Monday) to avoid incurring replacement costs. Guest lists indicating attendance will be submitted to the Student Experience Center on the next business day following the event.

***Closure for Safety-*** If an organization is not fulfilling the responsibilities listed above, DPS has the authority to close events early if they perceive a safety concern. All safety concerns will be shared with the Student Experience Center in writing. In this instance, organizational members will remain respectful to officers to avoid additional consequences. If the event ends early, there are no refunds from DPS for unused hours.

**Timeline**

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**Checklist**

* **Attend the Student Experience Center social event training held each semester**
* **Secure space with UALR Conference Services**
* **Complete Social Event Planning Form**
* **Secure contract with UALR Department of Public Safety**
* **Contact Advisor to attend**
* **Get Advertisements Approved by Student Experience Center**
* **Market Event**
* **Submit guest list to Student Experience Center of any non- UALR or non-university students attending event**
* **Pick up event supplies from the Student Experience Center**
* **Conduct pre-event meeting between organization, DSC building staff, and DPS**
* **Identify Event Monitors for event and confirm names to the Student Experience Center and DPS**
* **Designate primary contact person**
* **Clean Building after event**
* **Return supplies and submit guest lists to the Student Experience Center**