



DANCE POLICY

Recognizing the need for safe social activities, the University of Arizona Student Unions developed these general guidelines for dances held in Arizona Student Unions' facilities. Please review this policy prior to submitting your request for facility use.

Many University of Arizona student organizations coordinate dances with student organizations from Pima Community College (PCC). For this reason, a recognized UA student organization may serve as host and collaborate with a PCC organization for a combined dance. PCC students will be provided the same privileges provided to UA students.

DEFINITIONS

This policy applies to any recognized student club/organization that wishes to have a dance in a Student Unions' facility. A *dance* is defined as a social gathering where the primary focus is to dance for entertainment purposes. A *guest* is defined as a dance participant who is not a member of the sponsoring organization (s) and is invited by a member to attend in accordance with the following guidelines.

ATTENDANCE

Students who are invited to attend may do so with valid student identification cards

GUEST POLICY

The sponsoring organization is responsible for the behavior of its members and guests. All guests must be at least 18 years of age with valid photo identification.

1. Each student entering the dance is allowed one (1) guest who must sign a guest list. Only one guest per organization member applies to all dances.
2. The organization is to submit a pre-printed member and guest list with the first and last names. The guest list must be submitted to the Event Planning Office forty-eight (48) hours prior to the dance.
3. Guests that are neither on the pre-printed guest list or admitted with an organization member will not be admitted to the dance.

SECURITY

Security is required for all student dances. Security requirements are determined in conjunction with UAPD and UA Risk Management. Considerations include the dance day, time and place, expected attendance, expected number of guests not on the pre-printed guest list, and the past history of the event and sponsoring organization. The Arizona Student Unions will arrange all UAPD and CSC (private company) security and will directly bill the sponsoring organization for charges according to the fee structure below.

1. The sponsoring organization must identify two (2) individual members who are specifically charged with the responsibility for assisting with security. These individuals shall be stationed at the door throughout the dance to take an accurate head count,

check identification, collect admission fees, and communicate with security and Student Union staff. These individuals must check with the Union's Operations Manager before the doors open for the dance.

2. All dance participants are subject to pat down. Purses/fanny packs will be searched. No large bags, (i.e., backpacks), are permitted.
3. Participants who choose to leave the designated dance area must repeat the complete security screening process and pay any admission fees again. Three (3) EVENT ACCESS credentials will be provided for the dance sponsor representatives to leave the dance. This does not exempt representatives from search.
4. If anticipated attendance and the security of the facility necessitate, the Arizona Student Unions reserve the right to require the sponsoring organization to hire additional security. In such cases, every effort will be made to discuss these concerns with the sponsoring organization as far in advance as possible.
5. The Arizona Student Unions and/or security reserve the right to refuse admission to anyone.

FACILITY FEES

Facility fees include room rental charges, cleaning fees, overtime labor, and in rare cases, damage charges.

1. **Room Rental**—The following facilities are available for dances at the associated rates:

	Maximum	Room Rental	Room Rental	Cleaning
Grand Ballroom North	900	\$300	Free	\$75
Grand Ballroom South	900	\$300	Free	\$75
Ballroom (N&S)	1800	\$600	Free	\$150
Grand Ballroom	2700	\$800	Free	\$250

If no admission fee is charged, the room rental fee is waived for recognized student organizations. If admission fees are charged, full room rental rates will apply. If a recognized student organization is charging an admission fee to raise money for philanthropy, the room rental fee will be waived upon receipt of the proof of gift to the philanthropic organization, (i.e., copy of a check or letter from philanthropic agency). The proof of gift must be received no later than five (5) days after the dance. The proof of gift must be for an amount equal to or greater than fifty (50) percent of the full room charge rate.

2. **Cleaning**—There are minimum cleaning charge for all dances. Additional cleaning charges may be assessed as needed to restore the facility to its original state.
3. **Overtime Labor**—There is an overtime labor fee of \$50/hour for every hour (and/or increment of an hour) if the facility is not completely cleared one-half (2) hour after the end of the dance. This includes DJ equipment.
4. **Damage Charges**—The sponsoring organization will be charged for any damages that occur during the dance.
5. A facility checklist will be completed prior to the start of the dance to document damage that is preexisting and will be reviewed and signed by the Unions' staff member on duty and the sponsoring organization.

At least seven (7) days prior to the event, the sponsoring organization is required to submit payment for the cleaning charge. Any remaining balance is due after the event and must be paid within five (5) days of the dance. If the fees are not paid, all future reservations will be canceled. **Dances must be canceled 48 hours in advance to avoid room, catering, and security charges.**

FACILITY HOURS

Music must end at the designated closing time outlined below and the facility vacated. Bands and DJ's have thirty (30) minutes to vacate the facility from the end of the dance.

	No Admittance After	Dance Ends/ Facility Vacated	DJ/Equipment Vacated
Sunday to Thursday	11:30pm	12:00 midnight	12:30am
Friday & Saturday	1:15 am	2:00 am	2:30am

SECURITY FEES

A level of security is required for all dances and will be based on the number of participants, safety issues, and the complexity of the event. Typical costs are:

1 CSC supervisor @ \$16/Hour (Minimum 4 hours)	\$64
5 CSC security @ \$14/Hour (Minimum 4 hours)	\$280
Metal Detector	\$100
TOTAL	\$444*

University Risk Management may require additional security.

**These are security costs only. No room rental or clean up charges are included.*

SCHEDULING

The sponsoring organization must submit a Dance Request form to the Student Unions' Event Planning Office at least fifteen (15) working days prior to the dance. Refreshments are available from our catering department and should be ordered through the Event Planning Office (621-1989). All set-up requirements, including microphones, tables, chairs, etc. should be coordinated through the Event Planning Office. Arizona Student Unions and University policy prohibit bringing food/beverages from outside sources. **All food/beverages must be purchased from Redington Catering (Student Union).**

PLANNING

A sponsoring organization representative must arrange and meet with Student Union staff no later than one (1) week prior to the dance to confirm dance details, estimate of attendance, facility use, room set up, admission procedures, security, fees, and roles and responsibilities. The sponsoring organization(s) will be responsible for scheduling the preplanning meeting through the Event Planning Office. Failure to schedule or attend this meeting will result in the cancellation of the dance.

PUBLICITY

Advertising University dances to the general public is prohibited. The distribution of flyers is limited to the University of Arizona and invited guests of UA students. The flyer must include the guest policy, identification requirements, and notice of security. The sponsoring organization may distribute flyers once the dance and flyers have been approved by the Arizona Student Unions.

DISCIPLINARY MEASURES

1. The Arizona Student Unions are smoke-free facilities. The UA is a Weapons, Alcohol and Drug Free Zone as stated in the Arizona Board of Regents (ABOR) Code of Conduct. Persons who are in violation of these codes are subject to expulsion from the dance. Unruly behavior of any type may result in the immediate expulsion of the responsible individuals from the dance and/or the immediate cancellation of the dance.
2. Student(s) and/or student organizations who violate University, state, or federal policy/laws at a dance may be subject to the ABOR Student Code of Conduct, disciplinary action, and/or prosecution in a court of law.
3. Participants who violate University, state, or federal policy at a dance may be subject to state and/or federal, civil, or criminal prosecution.

4. Problems arising from violation of Event Planning Office policies, (i.e. damage, clean up, etc.), will result in additional charges to the sponsoring organization and the possible loss of scheduling privileges and recognition.

LIABILITY INSURANCE

If permission to conduct an event is granted, it is understood that the signing individual and/or the sponsoring organization, will take full responsibility for injury to any person or property caused by the organization or members thereof and will be financially responsible for both damages and expenses resulting there from. It is also understood that the signing individual and/or the sponsoring organization assume all risks for injury or loss to the property of members or guests of the sponsoring organization and that approval of the event does not provide any coverage by University insurance. Evidence of insurance, by issuance of a certificate naming the Arizona Board of Regents on behalf of the University of Arizona as an additional named insured, for commercial general liability insurance in a single limit amount of \$1,000,000, or more as appropriate to the risk of the event as required by the Department of Risk Management, must be provided. The certificate shall clearly establish that the coverage provided is primary, and that any insurance carried by the university is excess. The Department of Risk Management may change insurance requirements based upon the assessment of risk.

For more information regarding this dance policy, contact the Assistant Director for Facilities & Operations at 621-1417.

www.union.arizona.edu