Southern Illinois University Carbondale
STUDENT CENTER DANCE AGREEMENT

The Student Center Dance Policy applies to all informal dances open to the general SIU campus population. It does not apply to closed programs with restricted admittance to sponsoring organizations’ members/guests only. Additionally, only Registered Student Organizations (RSOs) may host dance parties in the Student Center and are limited to one dance per academic semester unless approved by the Student Center.

All SIU students in attendance will abide by the SIU Student Conduct Code: http://srr.siu.edu/_common/documents/SCC

In order to host a dance event in the Southern Illinois University Student Center, a RSO must complete the following steps:

1. Propose a date with the Student Center Conference and Scheduling Services. This proposed date will be “held” as the organization works through funding and approval logistics.

2. Confirm costs and receive funding approval. In order to host an event, the RSO must confirm they have the funds in their student organization account to cover estimated expenses through the Office of Student Engagement.

3. Hold a meeting. RSO representatives must meet with the Assistant Director and/or Scheduling Coordinator of the Student Center in order to discuss event logistics. More than one meeting may be deemed necessary pending size and scope of the event.

4. Meet with Athletics Special Event Tickets for ticket sales. With all dance events, student organizations must utilize Athletics Special Event Ticketing for ticket sales. A copy of the ticketing contract is due to the Student Center Conference and Scheduling Services 7 business days before the event. A comp list for free tickets is due to the Student Center Conference and Scheduling Services office 3 business days before the event.

___ ORGANIZATION’S RESPONSIBILITY

A RSO must be in good standing with the Office of Student Engagement in order to host a dance.

Events sponsored by RSOs are required to have an advisor/designee present at the event logistics meeting and other subsequent meetings as well as at the event. The advisor/designee must be accessible and visible 1.5 hours prior to the event starting time through the conclusion of the event.

The names of three (3) contact persons who will be in authority for the organization must be provided to Conference and Scheduling Services three (3) business days prior to the event.

Any dance request must be submitted to Conference and Scheduling Services at least 30 calendar days before dance. A dance request can be made no earlier than the first academic day of the semester prior to the event, for example, the first day of fall for a spring dance. This request must be made by appointment with the Scheduling Coordinator and/or the Assistant Director of Conference and Scheduling Services. A request will remain tentative until the Office of Student Engagement has approved that all appropriate funding is available.

A signed Fiscal Officer’s Form for all estimated charges must be in Conference and Scheduling Services a minimum of seven (7) business days prior to the event.

Prior to and following the dance, a walk-through of the programmed area will take place with a member of the sponsoring organization and Student Center personnel. The group representative will sign off on
Dance/Security Room Checklist. At the conclusion of the event, damages, if any, determined to be caused as a result of the event will be assessed and charged to the organization. There also may be an additional cost for any excessive clean-up fee associated with the dance.

LOCATION/TIME

Dances are restricted to Ballrooms C/D and must include the John W. Corker Lounge and International Lounge. Dances may only be held on Friday or Saturday nights. Dances scheduled to conclude at 12:00 AM must begin the last dance no later than 11:30 PM and the facility must be cleared by 12:00 AM.

Capacity for dances in Ballrooms C/D is 850 people. Request for additional ballrooms will be considered on a case-by-case basis. Approved dances utilizing extra ballrooms will be charged $_______ to cover the costs associated with custodial and Student Center support staff.

Dances are only allowed during the academic semester.

DANCE EXTENSION

If the dance is to extend beyond regular building hours, the following criteria must be met:

1. The dance must end by 2:00 AM with the last dance no later than 1:30 AM and the facility must be cleared by 2:00 AM.
2. There will be a $50 per hour charge for building extension past standard closure time.
3. All dance attendees must be in the areas approved for the dance or must leave the building at building closure time. Approved areas include the corridor from the east to the west entrance of the first floor, the marble steps, the John W. Corker Lounge, Ballrooms and International Lounge.

DANCE MONITORS

____________________ monitors and one (1) lead monitor will be required for the event to occur. Monitor names must be turned into Conference and Scheduling Services three (3) business days prior to the event. There will be a mandatory monitor meeting scheduled no less than 1.5 hours before the dance on the night of the event. Number of monitors will be determined by the Student Center based on most recent dances and monitors must be approved by the Office of Student Engagement.

SECURITY

____________________ uniformed officers, __________ Saluki patrol and one sergeant from the SIU Department of Public Safety will be present 1 hour prior to the start of the event and 30 minutes past the event end time. Security equipment including metal detectors and wands, located at the entrance to the dance will be used and monitored by the Department of Public Safety. Number of officers will be determined by DPS based on past like-events.

No outside food/drinks, alcohol, weapons or drugs of any kind are permitted. Sponsoring group representatives and dance monitors must deny admission to anyone believed or perceived to be under the influence of alcohol or drugs. Obvious evidence of alcohol or drug intoxication will result in exclusion or removal from the event.

Fighting, taunting or other abusive behavior will not be tolerated. Dance monitors and sponsoring group representatives must take preemptive measures to curtail unacceptable behavior and react responsibly.

Revised 8/11/2017
__ADMISSION__

The Student Center requires the RSO to pre-sell tickets in order to avoid exceeding maximum capacity in the Ballrooms. RSOs must use Southern Illinois University Event Services for all ticket sales and is responsible for all associated ticket fees. No free or reduced admission will be allowed once the event begins.

For admission to the dance, each SIU student must present a valid student id card, which will be swiped. Each SIU student attendee is allowed 1 guest. Guests must be present with the SIU student attendee at time of entrance into the dance. Each guest must present a valid picture identification card before entry into the event and must be at least 18 years of age.

__PROOF OF INSURANCE__

A Certificate of Insurance dated for the event date must be in Conference and Scheduling Services a minimum of seven (7) business days prior to the event.

__STUDENT CENTER RESPONSIBILITY__

Student Center Administration and Conference and Scheduling Services staff reserve the right to make changes to a dance reservation as deemed necessary. Conference and Scheduling Services also reserves the right to not book or cancel an event if extenuating circumstances arise.

The Sponsoring Organization has read this agreement and agrees to the terms and conditions herein which are fully binding between the Organization and the Student Center. The individuals signing on behalf of the Organization warrants that he/she has the authority to bind the Organization to this agreement.

__DUE DATES__

<table>
<thead>
<tr>
<th>Item</th>
<th>Due before dance</th>
<th>Due Date</th>
<th>Conference and Scheduling Services Initial (when complete)</th>
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</thead>
<tbody>
<tr>
<td>Dance Request</td>
<td>30 days</td>
<td></td>
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<tr>
<td>Signed Fiscal Officer’s Form</td>
<td>7 days</td>
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<tr>
<td>Certificate of Insurance</td>
<td>7 days</td>
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<td>Ticketing Contract</td>
<td>7 days</td>
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<td>3 Main Contact People</td>
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<td>Monitor Names</td>
<td>3 days</td>
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<td>Comp list for tickets</td>
<td>3 days</td>
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____________________________________________________________________________________

Organization Representative                                      Date
____________________________________________________________________________________

Advisor                                                           Date
____________________________________________________________________________________

Student Center Representative                                     Date
____________________________________________________________________________________

Revised 8/11/2017