



STUDENT ORGANIZATION DANCE POLICIES AND PROCEDURES

GENERAL PARAMETERS

- A. Dances may be held in the Titan Student Union Portola Pavilion facility.
- B. Only one (1) scheduled dance is permitted per evening. Exceptions are allowed under special conditions by approval of the TSU Director or designee.
- C. The maximum dance capacities for the Portola Pavilion are as follows:

Pavilion ABC	=	1,200
Pavilion AB	=	800
Pavilion BC	=	800
Pavilion A, B, or C	=	400

(Complimentary tickets are included in the maximum capacity)
- D. All dances will end no later than 1:00am.
- E. The Ticket Booth will close no later than 11:45pm for all dances.
- F. All "pre-sale" and "at-the-door" ticket sales for student-sponsored events held in the Titan Student Union facilities must be conducted by TSU staff. "Pre-sale" tickets for student-sponsored events held in the Titan Student Union may only be sold through the Titan Student Union Information & Services Desk. "At-the-door" ticket sales may only be conducted by a Titan Student Union Ticket Seller. Student organizations are responsible for ticket costs as well as the appropriate hourly rate for any special staffing needed to conduct such ticket sales. Groups may not elect to conduct their own ticket sales.

ADMISSION

- A. Dance admission is limited to the following categories:
 - 1. Currently enrolled California State University, Fullerton students with valid CSUF student identification.
 - 2. Currently enrolled college students from colleges other than CSUF with valid student identification
 - 3. Each CSUF student with valid CSUF student identification may be accompanied by one guest.
 - 4. Non-CSUF college students may not bring guests.
 - 5. All accompanied guests must be at least 18 years old and must present valid age identification at the point of admission.
- B. Valid identification will be requested from dance patrons at the point of ticket purchase and at the point of dance admission.
- C. Upon entry to the dance event, the patron will be issued a wristband. This band indicates that the patron has been allowed admission to the event. Wristbands must be worn at all times during attendance at the dance event. Passing wristbands to unauthorized persons is prohibited, and will result in loss of admission privileges.
- D. Complimentary tickets may be issued by the sponsoring organization either before the event or at the ticket booth. All bearers of complimentary tickets are required to fall within the stated admission categories (see ADMISSION - Section A of this document), and must present valid identification at the time of dance admission.
- E. Unused complimentary tickets may only be sold if mutually agreed to by the sponsoring organization and the supervising Night Manager. All complimentary tickets made available for sale must be sold at the Ticket Booth.
- F. All patrons will be searched and may be subject to metal detection equipment. Weapons, cans, containers, and any other items which are deemed to present a potential hazard are prohibited and may result in patron's removal from the dance event.

- G. The Associated Students Inc. reserves the right to refuse admission.
- H. There is NO READMITTANCE after a patron has vacated the dance event.
- I. The Night and Weekend Management staff will provide and post signage indicating the dance policies, patron search notice, and ticket prices.
- J. The supervising Night and Weekend Manager has the authority to delay the start of any dance event. The Night Manager will open a dance event after the dance volunteer policies and procedures are reviewed, all event staff and event volunteers are positioned and the event agreements are in compliance with facility policies.
- K. The sponsoring organization may not change the dance arrangements established for the event (ticket line, ticket pricing, admittance setup, barricades, positioning of personnel, staffing levels, volunteer duties, lighting levels, etc.). The sponsoring organization should be aware that the Titan Student Union requires such arrangements to be made in the best interest of safety and appropriate crowd control.
- L. The supervising Night and Weekend Manager has the authority to close the dance if the behavior of patrons is creating an unsafe environment or if the sponsoring organization repeatedly violates the agreed upon dance policies and procedures.

DANCES WITHOUT ADMISSION CHARGES

- A. Student organizations sponsoring a dance event without admission charges must submit a letter outlining how all event related services will be paid for, to the TSU Event Planner for review and approval. This information must be submitted to the TSU Event Planner no later than fifteen (15) business days prior to the event.
- B. Staffing and volunteer requirements for dances without admission charges are identical to those for dances charging admission. Tickets must be issued to patrons of all dances held in the Titan Student Union, including those without admission charges.

RESERVATIONS

- A. Groups wishing to reserve Titan Student Union facilities for a dance event must do so through the TSU University Conference Center. The scheduling process is completed only when the requester has met all deadline dates and received written confirmation from the University Conference Center.
- B. All student organizations reserving Titan Student Union facilities for a dance event must have an active ASI account with the ASI Accounting Office. Student organizations with delinquent accounts will not be permitted to schedule facilities.
- C. A pre-event meeting, referred to as an Event Control Meeting, must be scheduled and held at least fifteen (15) business days prior to the event date. At the Event Control Meeting an Event Control Plan is developed, which establishes and reviews expected attendance, event staffing requirements, number of participating volunteers, sponsoring group's publicity efforts, crowd control issues, ticket sales, food and beverage sales (if any), event parking, ticket policies and procedures, and other relevant information.

Those participating in the Event Control Meeting typically include: the authorized representative of the sponsoring student organization, the student organization advisor, a Meeting and Conference Services Planner, the Night and Weekend Manager, a Public Safety Office representative, and Catering Department representative (if applicable).

Failure to complete an Event Control Meeting within the required time frame will result in automatic cancellation of the event.

- D. All student organizations may make dance reservations up to fourteen (14) months in advance. Should the fourteenth month cutoff fall on a weekend, the last business day prior to that weekend will apply. Dance reservations must be finalized fifteen (15) business days prior to the event date.
- E. All reservations are subject to automatic cancellation without notice if the reservation details are not finalized by the deadline date.
- F. Any student making reservations or placing holds on behalf of a recognized student organization must first attend a program planning workshop conducted by the TSU staff. Program planning workshops are conducted on a regular basis throughout the academic year.
- G. The person responsible for the dance event must complete all reservation details and must be in attendance at the event. The University Conference Center Office must be informed in advance of any change in the person responsible for an event. Should the person responsible for an event change, a meeting with the new responsible party and TSU staff is required to outline established agreement terms. Failure of a group to comply with this policy may result in the immediate loss of scheduling privileges.
- H. No organization may reserve space on behalf of another organization. Organizations may not sell, sublease, or transfer reservations to another individual or organization. The organization's representative reserving the space must be the primary organizer and the sponsor of the dance event. Failure to comply with this policy will result in the immediate loss of scheduling privileges.

CANCELLATION OF RESERVED FACILITIES

- A. Cancellation of a reservation must be made by the requester or another recognized representative of the sponsoring student organization. A minimum of ten (10) business days notice is required for cancellation of a confirmed dance reservation. Failure to cancel an event within the stated timelines will result in a cancellation charge of \$100.00 to the sponsoring organization.
- B. Labor charges will be assessed for canceled events when physical set-up costs have been incurred.

EVENT STAFFING

- A. The sponsoring student organization will be required to pay for all event and security staffing expenses related to hosting the dance event. Gross ticket sales collected on the evening of the dance event will be deposited directly into the sponsoring organization's ASI account on the next business day. All charges related to the dance event will then be automatically transferred from the organization's ASI account. Should the amount collected from ticket sales not cover all dance charges, the sponsoring organization will be required to pay the difference.
- B. The Titan Student Union Director or designee shall determine the number of manager staff, ticket sales staff, and other required event staff for all events in the Titan Student Union.
- C. Staffing requested during University recognized holidays will be provided at 1 1/2 times the hourly rate normally charged for such services.

SECURITY PERSONNEL

- A. The CSUF Office of Public Safety in consultation with the Titan Student Union Director or designee will determine an appropriate number of campus public safety officer(s) or other security to staff dance events scheduled in the Titan Student Union.
- B. The Titan Student Union Director or designee will arrange for security services provided by campus police and/or other security agencies.
- C. The sponsoring student organization may not make separate arrangements for security.

EVENT VOLUNTEERS

- A. The sponsoring student organization must provide a minimum of four (4) event volunteers. These volunteers will be assigned various duties. At the request of the sponsoring organization, one (1) authorized volunteer is permitted to observe the TSU Ticket Seller(s) count out and deposit cash receipts at the close of ticket sales. All event volunteers are to assist in clearing out program space following the conclusion of the dance event. All event volunteers are responsible for clean up of the program space immediately following the dance event.
- B. All event volunteers must be present at least 30 minutes prior to the start of the dance event for a pre-event briefing with the supervising Night Manager.
- C. Event volunteers will be issued a specially colored wristband, or other such identifier, that must be worn for identification purposes. Passing wristbands to unauthorized persons is prohibited.
- D. The supervising Night Manager has the authority to delay the start the dance event and/or cancel the dance event if all of the event volunteers are not present for the pre-event briefing.
- E. Failure to provide and maintain the required number of event volunteers throughout the course of the event as well as non-performance of agreed upon volunteer duties, as listed in the volunteer agreement, will result in a \$50.00 fine per missing volunteer.
- F. Additional volunteers may be used to support the dance event. A maximum of three (3) volunteers will be allowed for every one (1) TSU staff person working an event. Volunteers may not substitute for required event staff.

DANCE EVENT PUBLICITY

- A. No publicity may be distributed until the event's reservation has been finalized and an Event Control Meeting is held and the Event Control Plan has been established and approved.
- B. Print publicity must be presented, reviewed, and approved at the Event Control Meeting.
- C. All publicity must clearly state the admission policy, event start and end time, and time ticket sales end. The following written statement is required on all event publicity:
 - Valid college ID required.
 - CSU Fullerton students with valid college ID may be accompanied by one guest - 18 or older.
 - Non CSU Fullerton students may not bring guests.
- D. No publicity is permitted over broadcast radio, television, or on-line Internet service.

AGREEMENT STATEMENT

I acknowledge and understand the dance policies and procedures and have reviewed them with an authorized Titan Student Union staff person.

I accept all responsibilities as the representative for

Sponsoring Organization: _____

Authorized Organization Representative: _____

Title: _____

Telephone (or Campus Extension): _____

Event Date & Time: _____

Location: _____

Signature: _____ Date: _____

Publicity reviewed and approved: _____ Date: _____