



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.