

- 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 11/2 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: _____