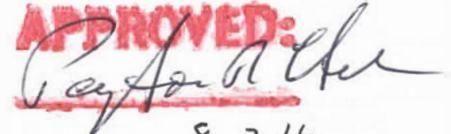


APPROVED:

 8-3-16

Student Event Policy

UMass Dartmouth

Revised 8-3-16

Policy Title	UMass Dartmouth Student Event Policy
Policy Number	STU-008 (revised 8-3-16)
Effective Date	August 3, 2016
Responsible Offices	Student Affairs and Campus Services
Related Policies	Alcohol Policy

I. Policy Statement

The University of Massachusetts Dartmouth Campus Policy governing student events was developed to support student programs via the effective and efficient use of campus resources. The University administrators responsible for Student Affairs departments, Campus Services, and the Department of Public Safety, in collaboration with the Student Government Association and Graduate Student Senate, have the authority, with notice, to modify or cancel any provision set forth in this policy as it applies to the implementation of a campus event. "Student Events" include events taking place in on-campus venues, as well as off-campus venues.

II. Purpose

The UMass Dartmouth campus recognizes the frequent use of its campus facilities by numerous UMass Dartmouth student organizations that strive to promote events and dances in a safe environment. Such events may be comprised of exclusively UMass Dartmouth students, or students and their registered guests.

III. Definitions

EVENT: Activity or program coordinated by SAIL, Campus Services, or a Student Organization for the enjoyment of the student body and their guests.

DANCE: For the purpose of this policy, a "**dance**" is any social event sponsored by a University-recognized student group or organization whose primary intention is to dance and socialize.

NON-DANCE:

An awards banquet or cultural event followed by a dance in the same facility will not be classified as a "dance" in this document.

VENUE: Woodland Commons (up to 500), Campus Center (up to 400) and Tripp Athletic Center (up to 1600). All other spaces (Amphitheater, Campus Center West Patio, etc.) that may be potentially utilized for a campus event will be reviewed on an individual basis.

The maximum room capacity for all campus facilities shall be established by the local Fire Chief and State Building Inspector. With appropriate advanced notice, the Facility Manager may reduce capacity requirements in accordance with staff availability and other considerations.

FUND-RAISER:

A campus event which is a dance, cultural event, or another form of education or entertainment in which the sponsoring group wishes to raise more money than it expends, either for a charity or for the organization itself.

ADVISOR/PROGRAM SUPERVISOR:

All Recognized Student Groups must have a Faculty or Staff Advisor. With regard to planning an event, Advisors must attend the planning and pre-event meetings. If the Advisor or designee is unable to attend the function, the group must pay for a University staff member to serve as the event's "Programming Supervisor" and the group must assume the associated cost (standard cost is \$100). A list of professional staff Program Supervisors is obtainable from the SAIL Office.

CROWD MANAGER:

Crowd Managers are students trained by SAIL to assist with the management and supervision of a campus event. One Crowd Manager is required per every 250 attendees.

IV. Procedures

EVENT SCHEDULING PROCESS FOR DANCE AND NON-DANCE EVENTS

Non-Dance Event - Active Recognized Student Organizations seeking to use campus facilities to hold a (non-dance) event will need UMass Dartmouth email credentials (username, password, and a budget speed-type) in order to utilize the web requester for ReservIt. Space should be requested on ReservIt prior to any meetings taking place.

Dance Event - The Conference and Events Office will provide a list of dates, times and locations for student dance events to the SAIL Office. These dates will be submitted by mid-semester for events occurring the following semester. Student groups requesting a dance event need to apply to the SAIL office for one of the available dates. For the best selection of dates, this is suggested to occur by the end of the semester prior to the intended event date.

- a. Student-group leaders and their Advisor must meet with the SAIL Office no less than 2 months in advance if event will occur in Campus Center, Woodland Commons, or Auditorium, and no less than 6 months in advance if event will occur in Athletic Center, Off-campus, or outdoors. This meeting will serve to determine if the proposed event is feasible, where the event will be held, and the additional arrangements that will need to be made.
- b. If SAIL determines the event to be feasible, a planning meeting must take place no more than three weeks later, and include at least two members from the sponsoring organization, the group's Advisor, and SAIL to discuss the plans for the event, the budget, expected attendance, security measures, required contracts and Purchase Orders. If a permit is required, Campus Services will provide the documentation and paperwork to the group's Advisor. The Advisor (or Program Supervisor, if the Advisor or designee is unable to attend the campus event) will be responsible for signing the permit.
- c. If there are any performers or outside service providers, the process of entering requisitions to obtain purchase orders is initiated with the assistance of the SAIL Office, in accordance with department and University policies and guidelines. **Note:** Funding needs to be in the student organization's account

before a contract will be issued or a purchase order processed. In all cases, contracts and purchase orders must be completed 16 calendar days prior to an event taking place.

- d. A pre-event meeting must be scheduled at least a month prior to the date of the event, and must include at least two members of the sponsoring organization, the group's Advisor, a member of Campus Services, Public Safety, Facilities and SAIL. This event will review event logistics, such as Facilities management, room setup, technical needs, security needs, etc.
- e. A ticket sale process (if applicable) must be discussed and agreed to at the pre-event meeting. Ticket sale proceeds must be reconciled (a member of the organization and Campus Services mutually verify the deposit amount) and submitted to the Campus Services Business Center by 5:00pm on each business day. For non-fund-raiser Dance Events, there will be no presale of tickets.
- f. Events sponsored by student organizations off-campus must follow the same approval process as on-campus events. Off-campus functions (ex. Dinner dances, awards banquets etc.) should have a contract and a letter of agreement with the facility/vendor, which must be submitted to the SAIL Office for review and the Procurement Office for final authorization and signature. This must be done at least two months in advance of the event (if the vendor is already University-approved, according to SAIL) or three months in advance (if the vendor is new – not yet University-approved).
- g. For **fund-raising events**, the group sponsoring the event will be responsible for all event costs, which will be shared at the SAIL planning meeting and again at the pre-event meeting.
 - For example, a group utilizing the Woodland Commons for a fund-raising event will be required to pay approximately \$3200 for campus services (Security, Tech support, etc.) and provide a written plan outlining all expenses and revenues anticipated for the event. Any event held in the Athletic Center Facility must be requested and approved 6 months prior to the proposed event date. Costs for an event in the Athletic Center will vary depending on needs, complexity and scope.

DANCE PROTOCOL

- a. The guest list must be finalized the day prior to the event at noon and shared with Campus Services. All guests must be assigned to a UMass Dartmouth student (host) – no more than five (5) guests per UMassD student. No non-UMassD students will be allowed into the event if they are not listed on the provided guest list. A guest list template will be provided to all student groups. The guest list must include all non-student attendees, including DJs, performers, photographers, alumni and all other service providers. UMass students (hosts) are responsible for the behavior of their guests.
- b. For non-fund-raising dances, at which guests will be invited, a \$3 fee per off-campus guest will be collected at the door and submitted to Campus Services at the event. These monies will later be deposited into the sponsoring group's account to help defray the cost for the music, decorations, etc.
- c. If the Advisor (or designee) is unable to attend the function, the group must pay for a University staff member to serve as the event's "Programming Supervisor" and the group must assume the associated cost (standard cost is \$100). Either the group's Advisor or Programming Supervisor will be required to be present at student dance parties to support the student organization and make programmatic decisions regarding issues related to the event. They will also be required to sign for the permit required to host the event.
- d. The E-board needs to be at venue 45 minutes before scheduled start time – must be easily identifiable with shirts or lanyards.

- e. DJ/entertainment needs to be present to setup at least 45 minutes prior to scheduled start time.
- f. Campus Services will handle student/guest check in with the E-board's assistance until doors close at midnight or when venue has reached capacity. After the event concludes, the sponsoring group will handle all end-of-event activities.
- g. Doors close at 12am or when capacity has been reached.
- h. Fire doors have been alarmed at Woodland Commons. If the alarm sounds due to a student/guest tampering with an alarmed door, the event will end and the attendees will be dismissed from the facility.
- i. On-campus dances without alcohol must end no later than 2:00 am. Dance parties where alcohol is served will have an end-time no later than 1:00 am. Alcohol service will end at 12:30am.

EVENT SAFETY

- a. Current UMass Dartmouth students are required to have a valid UMass Pass and must be currently enrolled at the University to attend an event/dance. All UMass Dartmouth students are required to present a valid form of state identification with photo and proof of age if attending an event at which alcohol is served. At designated events, there will be no re-entry once a person has left the event.
- b. Trained Crowd Managers need to be at each event such that there is a ratio of 1 for every 250 attendees in the venue. The Crowd Managers will be identifiable by wearing University-provided "safety" jerseys.
- c. All event/dance participants may be subject to search for weapons by an authorized staff member. (See section VI - Use of Metal Detectors.) Participants shall be notified through clearly posted signs at the event/dance entrance that they are subject to a search.
- d. A University-approved facility evacuation message must be read/played prior to the start of the event and repeated as required by law. Electronic copies are available via the Campus Services and SAIL departments.

USE OF METAL DETECTORS

In order to provide a reasonably safe and secure environment, the use of freestanding walk-through and/or hand-held metal detectors may be used to search persons attending event/function for weapons.

The decision to utilize metal detectors for student events will be determined by a team consisting of a representative from Public Safety, Campus Services, and Student Affairs. Metal detectors will be utilized when an event is open to guests who are not UMass Dartmouth students AND one or both of the following applies:

- a. Event involves audience members engaged in a high degree of interaction, such as dances, parties, concerts, etc.
- b. Event is politically sensitive and would cause concerns about safety and security of the audience, program participants and/or featured speakers or performers

When a metal detector will be used at an event, Campus Services will be responsible for posting a “notice” of the use of metal detectors at the entrance(s) of the event. Designated security representatives will operate metal detectors and any person refusing to be searched will not be admitted to the function.

ALCOHOL AND DRUGS

- a. The possession and/or consumption of alcohol prior to and during events/dances is prohibited unless a request for alcohol service has been approved and the facility is so licensed. Disciplinary action will be taken if inappropriate behavior occurs or the student conduct code is violated.
- b. Any event/dance where the sale and/or service of alcohol has been approved must have an end time no later than 1:00a.m. Alcohol service will end no later than 12:30a.m.
- c. The regulations of the University and laws of the State and Federal Government pertaining to alcohol possession, consumption and distribution apply to all campus programs and events. This abbreviated policy statement should not be interpreted to exclude any such laws, regulations, or policy statements. All organizations and individuals are encouraged to read and understand the University policies relative to the use, sale and serving of alcoholic beverages. Lack of such knowledge shall not constitute a reasonable excuse for policy violation.
- d. The use, sale, possession, and distribution of illicit drugs is strictly prohibited.

V. Responsibility

Questions regarding the UMass Dartmouth Student Events Policy may be directed to the Office of Student Affairs, the Office Student Activities, Involvement and Leadership, and/or the Office of Campus Services.

VI. Attachments

None