

THE UNIVERSITY OF MASSACHUSETTS DARTMOUTH CAMPUS POLICY GOVERNING STUDENT EVENTS

INTRODUCTION

The University of Massachusetts Dartmouth Campus Policy governing student events was developed to promote the efficient and orderly use of campus facilities. Further, recognized student groups sponsoring events with student attendees will be ensured equitable allocation of campus space for such events. The University of Massachusetts Dartmouth Campus recognizes the frequent use of its campus facilities by diverse student organizations for sponsored events and seeks to promote enjoyable functions for students in a safe environment.

The Chancellor or designee has the authority to modify or cancel any provision set forth in this policy as it applies to the implementation of dance events on the University of Massachusetts Dartmouth campus. In addition, the Chancellor or designee reserves the right to cancel an event at any time according to campus regulations and policies governing the safety and orderly operation of the campus.

EVENT PROCEDURES

- A. Two signatories of a currently registered or sponsored group or department staff representative seeking to use campus facilities to hold an event must:
1. Complete an **"Event Request Form"** available via the following link (www.umassd.edu/campuservices/eventrequest) no later than the minimum number of business days in advance of the proposed date of your event per the schedule as outlined in the Reservations Policy and Procedures Manual.
 2. Once you have submitted your request, it is your responsibility to check the Event Request Form to see if there are any questions from any of the service providers regarding your event. It is imperative that you respond promptly to any inquiries to expedite the approval process for you event.
 3. Once you have received email confirmation that your event has been approved, you may then proceed with making a reservation through the Conference and Events Planning Office in compliance with the policies and procedures regulating the reservation and use of facilities on campus.

Event Reservation Forms – www.umassd.edu/campuservices/eventreservation.pdf
 4. It is the responsibility of these departments to respond within 1 business day of receipt of the request. Please contact the Conference and Events Planning Office if you do not receive a response within this time frame.
 5. All student organizations sponsoring events that utilize university facilities must contact the SAIL Office to arrange for a meeting to discuss event management processes.
 6. The sponsoring organization must meet with representatives of the Campus Services Department, University of Massachusetts Dartmouth Public Safety and other services areas to confirm events needs and expectations at least 10 business days prior to the scheduled event date.
 7. Comply with all pre-event requirements as established by Campus Services, SAIL and University of Massachusetts Dartmouth Public Safety and the facility manager.
 8. Events must end no later than 2:00 am. Events where alcohol is served will have an end time no later than 1:00 am.
 9. Organizations that have sponsored two dance parties during a semester may not be given priority on future reservations for that semester if other organizations have had fewer dances and are requesting to do so.

APPEAL OF RESERVATION DENIAL

Any applicant who is denied a reservation for use of University facilities may appeal in writing to the Vice Chancellor for Student Affairs or a designee.

DANCE POLICY

This general policy operates in conjunction with specific deadlines, policies, and regulations currently in effect within each campus facility. Campus facility reservation deadlines and other procedural details may vary; therefore, the facility manager must be consulted before the dance to obtain specific details concerning reservation procedures. Failure to comply with campus regulations and policies pertaining to dances may result in the cancellation of the dance by appropriate campus officials.

DANCE DEFINED

For the purpose of this policy, a "**dance**" is any social event sponsored by a University-recognized student group/organization or departmentally sponsored event with students in attendance for the purpose of promoting free movement to amplified music in an unobstructed area in a campus facility or other areas subject to reservation.

ATTENDANCE

All dances must follow the guest policy as outlined below in Section C.

Current University of Massachusetts Dartmouth students are required to have a valid UMass Pass and all attendees are required to present a valid form of state identification with photo and proof of age. There will be no reentry once you have left the event.

All dance entrants will be subject to search for contraband, weapons, drugs, alcohol, and other illegal or prohibited materials by an authorized staff member. Participants shall be notified through clearly posted signs at the dance entrance that they are subject to a search.

The maximum room capacity for all campus facilities shall be established by the Fire Marshall. The maximum number of event attendees must be listed on the event reservation form and must not exceed the established maximum building capacity. The administration may reduce capacity requirements in accordance with staff availability and other considerations.

GUEST POLICY FOR DANCES

The guest policy for dances is defined as follows:

1. **University Of Massachusetts Dartmouth Students only.** Attendees must present a UMass Pass to gain entrance to the event.
2. **College Students only.** University Of Massachusetts Dartmouth students must present a UMass Pass. Students from other colleges must present a college ID and a valid state issued ID.
3. **Guest list/Invitation/Ticketed event.** This policy can be a combination of #2 above plus one of the following:
 - A. A guest list will be provided prior to the start of event. The total capacity for the event will include the number of guests on the guest list. All guests on the list must arrive prior to 11pm. Those guests arriving after 11pm may forfeit their opportunity to attend the event based on the total capacity for the event. The sponsoring organization may choose to open the doors to University Of Massachusetts Dartmouth Students or College Students after 11pm if all of the guests on the guest list have not arrived and the capacity for the event has not been reached.
 - B. Sponsoring organizations may choose to pre-sell tickets to their event. In this case, the number of tickets available for sale at the door for the event will be the total agreed upon capacity for the event minus the number of pre-sold tickets. The total number of number of available tickets for the event is fixed based on the total agreed upon capacity for the event. Pre-sold tickets are included in the total capacity whether or not the pre-ticketed attendees show up.

- C. Sponsoring organizations may choose to utilize invitations for their event. In this case, the total capacity for the event will include the number of invitations issued by the sponsoring organization's membership. Invitations must be approved by the SAIL Office prior to duplication and/or distribution. Invitations must include the name of the sponsoring organization, the name of the member issuing the invitation, the date, time (start and end) and location of the event and must be presented at the door prior to purchasing a ticket if applicable. All Non-University of Massachusetts Dartmouth students will be required to present a valid state ID.

Please note that all Non-College Students must be at least 18 years of age to be granted admission into a dance.

Our policy does not allow for entry to dances by attendees who do not meet at least one of the criteria as outlined above, i.e., University of Massachusetts Dartmouth Student, College Student, Invited Guest with invitation, Ticketed Guest with pre-purchased ticket, or Guest on guest list submitted prior to the start of the event.

DANCE PROMOTION

All promotional material shall be submitted at least 15 business days in advance for approval to the SAIL Office before printing/duplication and distribution. No open solicitations are permitted. There can be no advertising via posters, etc. in off-campus areas such as town stores or other community spaces. The SAIL Office reserves the right to judge advertising materials on the basis of acceptable community standards in accordance with the posting policy. Promotion of dances at University of Massachusetts Dartmouth facilities on MySpace, Face Book or similar online communities is strictly prohibited.

Violation of the Dance Promotion Policy may lead to judicial sanctions and/or cancellation of the current event. Advertising shall clearly state the following:

1. Current University of Massachusetts Dartmouth students are required to have a valid UMass Pass. All college students must present a college ID and all Non-University of Massachusetts Dartmouth attendees are required to present a valid form of state identification with photo and proof of age.
2. There will be no reentry once you have left the event.
3. Tickets can be sold up to 11:30 pm. the night of the event at the door.
4. Doors close at 12:00 am.
5. Event end time. (Events must end no later than 2:00 am. Events where there is alcohol service will have an end time no later than 1:00 am.)
6. Date, time and location of event, parking location.
7. Sponsoring organization.
8. Cost of entry
9. Dress code if appropriate. The specifics of the dress code will be included on the dance promotion.

TICKET SALES

- A. Tickets can be sold up to 11:30 pm. the night of the event at the door.
- B. The number of tickets sold or distributed cannot exceed the estimation of guests approved or room capacity.
- C. Tickets will be sequentially numbered. No admittance after 12:00 a.m.

FINANCIAL RESPONSIBILITY

Students who complete the event request form on behalf of their organization make their organization responsible for all costs related to the dance. Departments sponsoring dances with student attendees will be liable for all costs related to the dance. This includes, but is not limited to setup and breakdown charges, custodial overtime, technical services charges, equipment charges, and any damages that may occur as a result of the event.

The cost for security for an event will be determined by Public Safety based on the number of attendees, the location of the event, the type of guest policy utilized and whether the event is considered to be a fund raiser or exclusively a social event.

In most circumstances an organization that sponsors a dance serving as a fund-raiser will be expected to pay for the cost of extra security from their profits.

SECURITY

- A. A security needs assessment shall be conducted at least twenty business days prior to the scheduled date of the dance. The night of the event, University of Massachusetts Dartmouth Public Safety will hold a meeting that may include, as necessary, the following: the facility manager and or designee, Campus Services Operations and one or more student group signatories and other representatives from the sponsoring student organization to discuss security issues. The student(s) serving as the "volunteer event staff" shall be made known to University of Massachusetts Dartmouth Public Safety at this time and shall be present and available throughout the event. All volunteers will be required to wear identifiable attire.
- B. Guests who are asked to leave the event and/or persons not allowed admission to the event who are Non-University of Massachusetts Dartmouth students will be escorted off-campus by Public Safety and trespassed from campus.
- C. The decision to end a dance due to safety concerns rests with the highest-ranking University of Massachusetts Dartmouth officer at the dance.
- D. The sponsoring group may incur additional costs if University of Massachusetts Dartmouth Public Safety determines that more security is needed at any time during the dance.
- E. All dances will require the use of an ID scanner and a metal detector.

ALCOHOL AND DRUGS

- A. The possession and/or consumption of alcohol at dances are prohibited unless a request for alcohol service has been approved and the facility is so licensed.
- B. Any dance/event where the sale and/or service of alcohol have been approved must have an end time no later than 1 am. Alcohol service will end no later than 12:30 am.
- C. The rules, regulation of the University, laws of the Commonwealth, and laws of the Town of Dartmouth are part of the alcohol policy and this abbreviated policy statement should not be interpreted to exclude such laws, rules, 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/or possession of illegal drugs is strictly prohibited.