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| Dartmouth

Campus Services
Conferencing and Events Planning Office

Conferencing and Events Reservation Policy

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Welcome to the Campus Services Department

Mission statement related to the Campus Services Department

The Campus Services Department at the University of Massachusetts Dartmouth distinguishes itself as the center for providing services related to Conferencing and Events, Dining and Catering Services, One Card Services, Campus Center and Main Auditorium operations, Woodland Commons Operations and Programming.

The mission of the Campus Services Department is to provide high quality services that are consistent with the needs of our customers.

What is our department?

At the UMass Dartmouth Office of Conferencing and Events Planning, we take pride in offering a truly one-stop shopping service. We will coordinate your needs with other University Departments, thus streamlining all services provided to you. You can make arrangements and plans with the knowledge that we can deliver on our promise of “one contact, one contract and one bill!” Our Conferencing Office can meet your needs by committing all of our numerous resources and support service experts to you.

We, at UMass Dartmouth, take pride in our reputation as customer-friendly. We realize that, as a consumer, you have a number of choices as you make conference plans, and we know our best advertising is a satisfied client. We believe that by streamlining our conference services, we can provide you with a quality experience, at a reasonable cost, in one of Massachusetts’ most appealing areas.

The Conference and Events Planning office is a comprehensive one-stop shop for all event planning needs. Our department provides the following, but are not limited to:

- Reservations for all use of campus space not affiliated with academic courses
- Coordination of event logistics to include: Food Service/Catering, Audio-Visual/ Information Technology, Room Set-Up, Custodial Support, Police Support, Summer Lodging, Parking, Transportation, Printing, Building Management, Equipment Rental and on-site event support
- One staff member assigned to work exclusively with each event from contract to invoice and all-inclusive billing
- Event planning consultation

- Assistance with arranging services and events off-campus as part of a conference schedule, such as social activities and excursions or partner programs

We invite you to contact the Conference and Events Planning office to schedule a meeting or to arrange a tour of our facilities. Please call or email:

Conference and Events Planning
University of Massachusetts Dartmouth
285 Old Westport Rd
Dartmouth, Ma 02747
(508) 999-8143

<http://www.umassd.edu/campuservices/conference.cfm>

PROCEDURES

APPLYING FOR SPACE

University Departments, representatives and recognized student organizations seeking to use campus facilities to hold an event must:

- You will need your UMass Dartmouth email credentials (username and password) in order to utilize the web requester for ReservIt
- Proceed to the web viewer by doing the following:
 - Navigate to the university home page – www.umassd.edu
 - Click on quick links drop down menu on the left side of the page and click on ReservIt
 - Select the space, date and time that you are interested in reserving for your event
 - Now you must log in to ReservIt using your email credentials
 - Please provide the information requested in the fields on the form
 - When you have completed the form please review, confirm and submit
 - You will receive a confirmation email that will provide you with a reference number you must use to check on the status of your request
 - Please note that your reservation is only a request until you have received an email notifying you that your event has been approved and the status changed to confirmed

POLICIES

OVERVIEW

- A. RESERVATION POLICY**
- B. RESERVATIONS AND GENERAL POLICIES**
- C. ALCOHOL POLICIES**
- D. TECHNICAL SERVICES POLICY**
- E. CAMPUS SERVICES BANQUET/DANCE/RECEPTION POLICY**
- F. SECURITY POLICY**
- G. POSTER POLICY**

A. RESERVATION POLICY

1. The making of reservations through the Conference Office, and completing the same in a timely fashion, is the responsibility of the individual or organization making the reservation. It is the responsibility of the individual or department making the reservation to meet all deadlines. The following deadlines should be noted:

Type of Event	Minimum Advanced Notice Required			
	2 months	1 month	2 weeks	1 week
Dance Parties		x		
Dinners*		x		
Receptions*		x		
Class Room Reservation				x
Conference Room Reservations				x
Breakfasts/Luncheons*			x	
Video and Data Presentations			x	
Lectures/Debates			x	
Memorials/Tributes				x
Seminars			x	
Theatrical Presentations		x		
Dance Recitals		x		
Talent and Variety Shows		x		
Rehearsals without Technical Services				x
Rehearsals with Technical Services		x		
Concerts in Campus Services Facilities		x		
Amphitheater Performances	x			
Athletic Facility Performances	x			
Snack/Small Food Orders				x
* the final head count for attendees is required 3 business days prior to the event date				

B. RESERVATION AND GENERAL POLICIES

1. All on-campus organizations that make reservations through the Conference Office must provide a "Speed Type" number as part of the reservation process. The Conference Office may check the financial status of the on-campus organization to ascertain the financial viability of the organization and its reservation request. If the Conference Office determines that an organization does not have enough financial resources for the reservation, the event may be subject to cancellation.
2. All student organizations must be on-campus, active, Student Senate recognized organizations. The viability of the organization may be checked through the Student Activities Involvement and Leadership (SAIL) Office.
3. All student organizations must be registered with the Office of Student Activities each semester. If the organization is not registered, the Office of Student Activities may consider them inactive and so notify the Conference Office. For more information, contact the Student Activities Involvement and Leadership (SAIL) Office, Campus Center, room 213 A at (508) 999-8127.
4. Organizations on or off-campus with outstanding bills will be denied usage of facilities.
5. A security deposit may be required from organizations, on- or off-campus, by the Department of Campus Services.
6. Organizations with a past history of poor event management may be denied use of facilities. Such determination shall be made by the Department of Campus Services. Appeals may be made through the Office of the Vice-Chancellor of Student Affairs.
7. Student organizations that are planning to have a contracted performer or contracted services from outside entities as a part of their program must have the contract reviewed and approved by the SAIL Office. All individuals, student organizations, departments or groups who are planning to have a contracted performer or contracted services from outside entities as a part of their program must have the signed approval of the Vice Chancellor for Fiscal Affairs, or designee, prior to entering into a contractual arrangement. (Please also see Technical Services section for additional information.)
8. All organizations with contract possibilities must contact the conference office one-month in advance of the event date to arrange for space and service requirements.

9. The University has an exclusive contract with the University food vendor. No food or beverage may be brought onto the campus for a special event unless otherwise approved by the Department of Campus Services.
10. Technical properties (radios, DJ equipment, lights, sound equipment, etc.) may be brought onto the campus for special events by the individual or organization sponsoring the special event. The University takes no responsibility for the care, protection, use, set-up or breakdown of this equipment. All use and liability for personal or leased equipment is the sole responsibility of the individual or organization. The use of such equipment must be cleared in advance with the Conference Office. The University reserves the right to cancel, alter, or stop any event if the equipment is deemed inappropriate for any reason whatsoever by the University official on duty. Said cancellation, alteration, or stopping of the event will not have any negative economic consequences to the University.
11. There is *no smoking* in any University facilities.
12. The University reserves the right to cancel any event, at any time, for health and safety reasons. In addition, if weather conditions or other issues cause the university to close, all events scheduled for that day are automatically cancelled. No economic consequences shall impact the University due to such cancellations.
13. The University makes no guarantee of heat or air-conditioning. Every effort shall be made to provide a suitable temperature in all facilities, but no guarantee is implied or intended by the Conference Office. There shall be no economic consequences to the University if an event is cancelled, altered, moved, or ended early because of temperature.
14. All organizations, on- or off-campus, will be solely responsible for any emergency bill generated for security, fire, ambulance, or any other agency connected with the event. The University shall not be responsible to indemnify any second party individuals or organizations that work for an event.
15. All off-campus individuals or organizations may be required to sign a Campus Services License contract.

C. ALCOHOL AND DRUG POLICY

Approved by the Board of Trustees May 7, 2003

I. General

Massachusetts's law forbids the sale or serving of alcoholic beverages to persons less than 21 years of age. The law also forbids falsifying identity cards and misrepresenting age in order to obtain alcohol. All members of the University community and their visitors are expected to abide by the laws regarding use of alcohol and drugs. Failure to abide by these laws may result in criminal penalties, as well as University discipline, including suspension or expulsion. The specific legislation regarding the local, state or federal sanction for the unlawful possession or distribution of illicit drugs and alcohol are on file with the University Police and the Vice Chancellor for Student Affairs. They include:

1. Chapter 94C, The Controlled Substances Laws lists specific controlled substances in classes A, B, C, D, E including "marijuana, cocaine, morphine, opium, heroin etc." and also lists criminal penalties for any prohibited use of these substances. These include forfeiture of property as well as imprisonment and other criminal penalties. The law also prohibits misuse of drug paraphernalia.
2. Chapter 138, The Laws Pertaining to Alcohol, regulates the sale of alcohol to minors, the use of any false identification to obtain alcohol, making false statements as to age to obtain alcohol, and minors in possession of alcohol, minors transporting alcohol, etc.
3. Chapter 90, Section 24 Operating Under the Influence Law is strictly enforced on campus.

Alcohol Consumption Areas

Campus Services authorities may serve alcohol after proper arrangements have been made by the individual and/or group through the Conference Office. For further information, please refer to the Functions/Reservations form. See Residence Hall and Apartment specifications below.

Consuming

Any person consuming alcoholic beverages outside of a licensed and/or sanctioned area shall be ordered to dispose of said beverage by a University staff person, including but not limited to: student affairs staff, resident assistants, resident directors, and public safety staff. The violation may result in disciplinary action, arrest or criminal summons and mandatory education.

Transporting

Any person observed transporting alcoholic beverages on University property may be required by an identified university official to provide proof of his or her age. If the such person is a student less than 21 years of age, he or she may be subject to arrest for a violation of Massachusetts General Laws and/or subject to disciplinary action, including but no limited to, mandatory substance abuse education. Any person less than 21 years of age found unlawfully transporting alcoholic beverages on University property who is not a current University student he or she may be escorted off campus and may be issued a no-trespass letter from the University. In any event, the police officer/staff person shall confiscate the alcoholic beverages for disposal.

II. Alcohol & Drug Education

Alcohol & Drug Education efforts at UMass Dartmouth provide all members of the University Community with education and support services related to substance abuse. The Counseling Center administers the University's evaluative efforts in this area evaluating students hospitalized or put into protective custody due to alcohol or drug abuse upon their return to campus. Students must pay a fee for this service. Health Education provides ongoing educational programs on campus. Judicial Affairs provides educational seminars as well as an online tutorial for students found responsible for violating the alcohol and drug policies.

III. Rules and Regulation Governing the Sale and Serving of Alcohol

The laws of the Commonwealth of Massachusetts, the Town of Dartmouth, and the policies of the University of Massachusetts Dartmouth and the regulations of SMUSERV, Inc. govern the service and sale of alcoholic beverages on the UMass Dartmouth campus. In recognition of these laws, rights and responsibilities, the following rules and regulations are hereby published:

1. The serving and/or sale of any alcoholic beverages by any organization other than SMUSERV, Inc. is not authorized.
2. The SMUSERV, Inc. club license permits alcoholic beverages to be served or sold at UMass Dartmouth; however, the sale of alcoholic beverages is prohibited in all University buildings with the exception of the following licensed areas: Campus Center (all floors), west patio of Campus Center, Residents Dining Hall, Corsairs Cove, Auditorium Lobby, Foster Administration Building (third floor) and Group VI.
3. The advertising of the selling of spirits, including beer and wine, is forbidden by provisions of the club license. Each organization must sign a form when the function is booked, indicating that they understand the above regulation; and if they advertise, the advertisement must be approved by the Director of Student Activities or designee prior to printing, or the event may be cancelled.

4. All bars service shall be closed no later than 12:15a.m.; however, Campus Services management, or University Police, reserves the right to close any bar at an earlier time to preserve the health and safety of its patrons.
5. Due to the special nature of a club license, all guests at any of Campus Services functions serving alcoholic beverages must be registered. The organization shall be charged a nominal general registration fee to cover all guests in attendance.
6. Campus Services management reserves the right to refuse to serve anyone who in its best judgment may be under the influence of alcohol, or for any reason necessary in its judgment to preserve the health and safety of its employees, customers, guests, or the community. All servers receive training mandated by the Town of Dartmouth General By-Laws.
7. Any law of the Commonwealth of Massachusetts, Town of Dartmouth, and regulations of SMUSERV, Inc. are incorporated herein. Individuals served must be members of SMUSERV, Inc. or a recognized guest.

IV. Alcohol Guidelines for Alcohol Free Residential Areas (See Housing Handbook for specifics on Alcohol Free residential areas)

Students and their guests are expected to abide by all laws of the Commonwealth regarding alcohol. No person regardless of age may possess, consume, or be in the presence of alcoholic beverages, including but not limited to: alcoholic beverages or empty alcoholic beverage containers, within any alcohol free area. This includes student rooms, suites, and common areas, such as lounges, bathrooms, hallways, balconies, parking lots, etc. Persons found in violation will be subject to disciplinary action, arrest or criminal summons and mandatory education.

V. Alcohol Guidelines for 21+ Residential Areas (See Housing Handbook for specifics on 21+ residential areas)

Students and their guests are expected to abide by all Commonwealth of Massachusetts Laws regarding alcohol. The Office of Housing and Residential Life will determine which residential facilities are designated for a 21+ living area. Only responsible and legal consumption of alcohol is permitted in the designated 21+ apartments. Residents who will be qualified to live in the 21+ area include: students who are presently 21 years of age or those who will be 21 years of age by December 31st of that academic year. Any resident living in the 21+ areas of these halls/apts who is of legal drinking age may possess and consume alcoholic beverages within the privacy of their own apartment. Residents in apartments designated 21+ must restrict the storage, possession and consumption of alcohol to individual rooms of legal age residents within the apartment until all residents have turned 21 years of age.

Residents or guests who have open alcohol containers in public areas, or who are in a room/apartment in the presence of, or consuming, alcohol with a person under 21 years of age will be subject to disciplinary action.

This policy applies to porches and outdoor areas immediately adjacent to apartments. Individuals may not possess kegs, beer balls, other common sources, or any amount of alcohol or any equipment (including equipment used in drinking games) used to consume or contain quantities that may be deemed excessive. Possession is limited to personal consumption in moderation. University personnel reserve the right to determine appropriate amounts, based on behavior associated with use.

VI. Violation of Policy

1. General

Illegal possession and/or consumption of alcoholic beverages or illegal drugs may result in arrest or criminal summons and will result in disciplinary action up to and including suspension or dismissal from UMass Dartmouth Housing or from the University.

Any person who is not of legal drinking age may not possess or consume alcoholic beverages anywhere on the campus of UMass Dartmouth. At no time is the possession and consumption of alcoholic beverages by anyone, regardless of age, permitted in any corridor, stairway, lounge, lobby, porch, grassy area, walkway, parking lot, picnic bench, or any area that can be construed as being public. Exception is made for the bona fide transportation of closed alcoholic beverage containers with the original seal intact by persons of legal age from point of purchase to private areas and any University sanctioned event. Individuals who have open alcohol containers in public may be subject to arrest or criminal summons, disciplinary action and mandatory education.

A person in violation of the Alcohol and Drug Policy will have the alcoholic beverage(s) and drugs (including paraphernalia) in whatever amount confiscated by authorized University personnel. Individuals may not possess kegs, beer balls, ice luges, grain alcohol or any equipment that provides alcohol from a common source. Confiscation will extend to any keg, tap or funnel-type apparatus which appears to have been used for the illegal consumption of alcoholic beverages. Such confiscated items will NOT be returned. Keg/tap will be held until all disciplinary proceedings have concluded and may be returned only to a legal age person claiming responsibility for the keg/tap in a disciplinary proceeding. Any student found in possession of a keg or beer ball or other excessive amount may be subject to IMMEDIATE dismissal from Housing and/or may be placed on the "no trespass" list for all residence areas. Individuals of legal drinking age who procure or provide alcoholic beverages for any underage

person(s) will be subject to disciplinary action which may include immediate dismissal from the Residences/University.

The procedures and sanctions applicable for violations of this policy are found in the UMass Dartmouth Code of Student Conduct and the UMass Dartmouth Student Judiciary Policies and Procedures.

2. Referral and Sanctions (additional educational sanctions may be used in place of what is listed here)

Violators of the UMass Dartmouth Drug & Alcohol policy are subject to a referral system that includes two aspects: Disciplinary Sanction and Educational Sanction (which includes a fee). The university referral procedures are as follows:

Minimum Guidelines for Violation of the UMass Dartmouth Alcohol Policy

LEVEL I

DISCIPLINARY SANCTION: 3 Month Probation

FEE: \$50.

EDUCATIONAL SANCTION:

1. MSB-Alcohol Component of mystudentbody.com - An online tutorial about alcohol use that includes a pre and post test.
2. 10 hours of community restitution

LEVEL II

DISCIPLINARY SANCTION: Residence Hall Jeopardy and/or University Jeopardy

FEE: \$75.

EDUCATIONAL SANCTION: Attendance at one or more of the following programs:

3. Costly Decisions - A two-hour program focusing on impaired driving, and other legal issues regarding the use of alcohol and drugs.
4. SLAM (Students Learning A Message) a four hour program in which students observe life in jail and speak with inmates imprisoned due in part to the consequences of alcohol abuse.
5. 15 hours of community restitution

LEVEL III

DISCIPLINARY SANCTION: Residence Hall and/or University Suspension or Dismissal

FEE: \$100.

EDUCATIONAL SANCTION: Chemical Dependency Evaluation by the alcohol & drug education coordinator plus 20 hours of community restitution

Minimum Guidelines for Violations of the UMass Dartmouth Drug Policy

LEVEL I

DISCIPLINARY SANCTION: Residence Hall Jeopardy and/or University Jeopardy

FEE: \$75.

EDUCATIONAL SANCTION: Attendance at one or more of the following programs:

1. Drug 101 A three-hour program focusing on the medical, academic, and personal dangers of drug abuse.
2. SLAM (Students Learning A Message) a fourhour program in which students observe life in jail and speak with inmates imprisoned due in part to the consequences of drug abuse.
3. 15 hours of community restitution

LEVEL II

DISCIPLINARY SANCTION: Residence Hall and/or University Suspension or Dismissal

FEE: \$100.

EDUCATIONAL SANCTION: Chemical Dependency Evaluation by the Alcohol & Drug education coordinator plus 20 hours of community restitution.

Note: Sanctions are cumulative throughout a student's college career until graduation.

Additional Information

The University may subject sanctioned violators to an additional \$25 fee per missed session and/or unpaid fees. More severe sanctions may be imposed on students with prior judicial histories. In addition, sanctions may be increased in consideration of the severity of the behavior and its impact on the university community.

1. Parental Notification
Contact will be made with parents/guardians of those students who are under the age of 21, each time the student has been found in violation of the UMass Dartmouth Alcohol & Drug Policy. These contacts will be made after the judicial process is completely exhausted, including the time period allotted for the appeal process. Only the specifics regarding the alcohol and/or drug violation will be discussed with the parents/guardians. If there are other violations related to the alcohol and/or drug violation, written permission from the student must be obtained before any specifics about the non-alcohol and/or non-drug violations can be shared with the

parents/guardians. If parent/guardian contacts any university official prior to the completion of the process, written permission from the student must be obtained before specifics about the incident can be shared. In emergency situations, parents/guardians may be contacted prior to the completion of the judicial process.

PRIMARY VIOLATIONS:

Specifics: A violation of the UMass Dartmouth Alcohol and/or Drug Policy that results in hospital/medical intervention; A violation of the UMass Dartmouth Alcohol and/or Drug Policy that results in police intervention which results in arrest, court summons or protective custody (parents will be told of the arrest/summons/protective custody, but will not be told of the specifics of the court case); Behavior that is influenced by alcohol and/or drug use, specifically: Assault, Causing harm to self/others, potential harm to self/others exists. A violation of the UMass Dartmouth Alcohol Policy that results in the student receiving the sanction of University Jeopardy; A violation of the UMass Dartmouth Alcohol and/or Drug Policy that results in the resident student receiving the sanction of Residence Jeopardy.

Contact: At this level, after the judicial process has been exhausted, the initial contact with the parent will be through a phone call. The phone call will be made by the Coordinator for Student Judicial Affairs, or designee. After phone contact has been made, the same individual may follow-up with a letter to the parents. This letter will state that a violation of the UMass Dartmouth Alcohol and/or Drug Policy has occurred and the phone number of the person who sent the letter and may highlight the phone conversation.

SECONDARY VIOLATIONS:

Specifics: Any violation of UMass Dartmouth Alcohol and/or Drug Policy not outlined under "Primary Violations".

Contact: At this level, after the judicial process has been exhausted, contact will be made by means of a letter.

Contents of Letter: The letter sent home to parents for secondary violations should be a form letter, signed by the Hearing Officer or designee and should contain the following information: A general statement that a violation of the UMass Dartmouth Alcohol and/or Drug Policy has occurred; Resources available on campus; A statement that repeated offenses can/will jeopardize the Residence Hall Contract and/or standing as a student at UMass Dartmouth including up to suspension or expulsion from the University; The phone number of the Hearing Officer or designee, should the parents wish to talk with someone directly.

D. TECHNICAL SERVICES POLICIES

The following event types require a meeting with the Technical Services Manager Prior to the event taking place. Meetings should take place at least:

Plays and Musicals	One month
Multicultural and Fashion	Two weeks
Concerts	One month
Comedians	Three weeks
Conference	One month

General Policies

- The Auditorium is available to be booked one year in advance of the current date.
- For billing purposes, organizations filling out the forms on ReservIt must provide a valid Speedtype number.
- Sixty days notice is the minimum allowed time to cancel an event without penalty. Planning another event to take its place requires a minimum of sixty days to do it properly. If this deadline is not met the organization will be charged a \$400.00 fee.
- The auditorium is not officially booked until the proper forms are completed from the webviewer application and approved by all necessary parties.
- Groups planning performances in the Main Auditorium are required to contact Greg Paciulan directly to make technical arrangements and to obtain the most current information for show preparation.
- During shows, only essential personnel for the show's tech will be allowed in the equipment booth. All other personnel will be required to leave at the discretion of the Technical Services Manager assigned to the show.
- No food is allowed in the auditorium in the audience or backstage areas by performers or other show personnel. All props, trash, and show items are to be removed after an event's strike, or a cleanup fee will be charged to return the house to a normalized position of lighting and backstage readiness. The house does not assume any responsibility for items left backstage by groups during or after their performances.
- Technical services personnel are the only people allowed to operate Auditorium equipment unless previously discussed and approved by the Technical Services Manager.

Construction polices for the Scenery Shop must be followed. For a list of these polices, please contact Greg Paciulan at gpaciulan@umassd.edu

E. THE UNIVERSITY OF MASSACHUSETTS DARTMOUTH CAMPUS POLICY GOVERNING STUDENT DANCES

INTRODUCTION

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

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.

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 a dance at any time according to campus regulations and policies governing the safety and orderly operation of the campus.

I. DANCE DEFINED

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

II. DANCE PROCEDURES

APPLYING FOR SPACE

University Departments, representatives and recognized student organizations seeking to use campus facilities to hold an event must:

- a. You will need your UMass Dartmouth email credentials (username and password) in order to utilize the web requester for ReservIt
- b. Proceed to the web viewer by doing the following:
 - a. Navigate to the university home page – www.umassd.edu
 - b. Click on quick links drop down menu on the left side of the page and click on ReservIt
 - c. Select the space, date and time that you are interested in reserving for your event
 - d. Now you must log in to ReservIt using your email credentials
 - e. Please provide the information requested in the fields on the form
 - f. When you have completed the form please review, confirm and submit
 - g. You will receive a confirmation email that will provide you with a reference number you must use to check on the status of your request
 - h. Please note that your reservation is only a request until you have received an email notifying you that your event has been approved and the status changed to confirmed
- c. Comply with all pre-dance requirements as established by Campus Services, SAIL and UMD Public Safety and the facility manager.
- d. A communication process exists so that, up to fifteen business days before each dance, the UMD Public Safety police chief or designee shall inform a group that would include representatives from the University of Massachusetts Dartmouth Police Department, Campus Services Operations, the Facility manager or their designees and at least two representatives from the sponsoring organization about the dance, expected attendance, security measures, etc. The UMD police chief or any member of this group may request that a meeting of the group be convened in advance of the dance to discuss related pertinent information.
- e. Organizations that have sponsored two dance parties during a semester may not be given priority to future reservations for that semester if other organizations have had fewer dances and are requesting to do so.
- f. Dances must end no later than 2:00 am. Dance parties where there is alcohol service will have an end time no later than 1:00 am.

III. 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.

IV. ATTENDANCE

- a. Current UMD 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.
- b. 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.

- c. The maximum room capacity for all campus facilities shall be established by the Fire Marshall. The facility manager may reduce capacity requirements in accordance with staff availability and other considerations.

V. 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.

Advertising shall clearly state the following:

- a. Current UMD 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.
- b. There will be no reentry once you have left the event.
- c. Tickets can be sold up to 11:30 pm. the night of the event at the door.
- d. Doors close at 12:00 am.
- e. End time of event.
- f. Date, time and location of event.
- g. Sponsoring organization.
- h. Cost of entry.

VI. 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 11 pm 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 11 pm 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.

VII. 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.

VII. 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 university will absorb the costs of security for two events per organization per semester. After two events the organization will be responsible for 50% of the cost of security.

VIII. 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, UMD 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 UMD Public Safety at this time and shall be present and available throughout the event. All volunteers will be required to wear identifiable attire.
- b. The decision to decide to end a dance due to safety concerns rests with the highest-ranking UMD officer at the dance.
- c. The sponsoring group may incur additional costs if UMD Public Safety determines that more security is needed at any time during the dance.

IX. 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.

F. SECURITY POLICY

UNIVERSITY OF MASSACHUSETTS DARTMOUTH

POLICE DEPARTMENT

PURPOSE

The following guidelines have been developed to assist university staff and/or student organizations in sponsoring events, functions, concerts and dances, and to ensure the success and safety of these events. All officers are to make themselves familiar with this policy and review it prior to working any event/function/detail covered by this provision.

The UMass Public Safety Department shall determine the necessary security and/or police staffing for all events held on university property and/or in university facilities where concerns for safety and property exist.

Determination of the need and amount of security and/or police coverage will be made on an event-by-event basis. However, the following circumstances will have a critical factor:

- Type of Event
- Time of Event
- Location of Event
- Attendance Expected and/or Anticipated
- Cash Being Collected
- Alcohol Being Served
- Metal Detectors may be utilized if requested and/or required

GENERAL GUIDELINES

1. The Department of Public Safety will provide security and crowd control inside and outside the event/function.
2. Detail personnel will report 30 minutes prior to the start of the event/function.

3. The Detail Senior Officer and the Evening (4p-12a) Shift Supervisor will meet with the Event Manager and Sponsoring Group Organizer, 30 minutes prior to the start of the event/function, to discuss event policy, special instructions and anticipated needs for the function.
4. The Detail Senior Officer shall acquire the names of the Event Manager, Sponsoring Group Organization and ID checkers working the event and document a Detail Function Form at the end of the event.
5. The event/function/detail Senior Officer and/or shift supervisor shall assign officers to designated posts and locations of the event:
 - Front door/Cash Counter
 - Metal Detectors
 - Upper level
6. Officers shall report to their post and not congregate during the event/function.
7. Officers shall respond to any and all requests for assistance by the Event Manager, University Officials, Student Coordinator, or other staff working the event to address any policy and guideline violations and coordinate any decisions relative to the event.
8. Detail officers will patrol and make periodic checks of the lavatories, exit doors, and office space in the event/function to insure security/safety of patrons and university property.
9. The Night Shift (12a-8a) Supervisor shall meet with the Event Manager and Sponsoring Group Organizer, no later than 30 minutes after the start of his/her shift, to assess the event status and to discuss any anticipated needs for the function.
10. Additional Public Safety staff, security and/ or shift personnel will patrol external building during and after party functions.

USE OF METAL DETECTORS

In order to provide a reasonable 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 and illegal drugs.

- The Event Manager will be responsible for posting a “notice” of the use of metal detectors at the entrance(s) of the event.

- Designated trained staff and/or other security representatives will operate metal detectors.
- Any person refusing to be searched will not be admitted to the function

DETAIL FUNCTION FORMS

The Detail senior officer at each detail is required to complete a detail function form upon completing said event/function/detail. The shift supervisor shall be responsible for completing a Detail Function Form in the absent of a Public Safety Senior Detail Officer.

These forms are quite important, because they provide information relative to future scheduling of similar details, such as manpower required, etc.

G. POSTER POLICY

The Campus Center, Resident Dining Hall, Residence Halls and academic buildings each has their own poster policy.

The following is the Campus Center Poster Policy:

Definition of Campus Center: Shall be defined as the Entire Campus Center Complex including Group 5 and the Auditorium Lobby.

Posters: Anything that advertises an event that can be attached to a bulletin board (subject to the approval of the Office of Student Activities). Posters can be no larger than 11' X 17'. All posters shall be placed on bulletin boards.

Banners: Banners can be up to 3'X6'. All horizontal banners are to be hung on the six banner hanging wires on the lower level of the Commuter Café. They will be hung on Mondays and Wednesdays by the Campus Center Handyman. This will be coordinated by the Office of Student Activities. Vertical banners and a second horizontal banner may be displayed on the balcony over the Commuter Café upper level.

Posters are not permitted:

1. In elevators
2. On doors or windows
3. Over fire doors, exit signs or any electric light fixtures or switches
4. In restrooms
5. On ceilings or floors
6. On walls
7. In stairwells
8. Around elevator exterior doors and buttons

Approval:

The Office of Student Activities must approve all posters and banners. This includes their size, weight, physical material, and means of securing. The sponsoring organization(s) must be listed on all materials. The Office of Student Activities reserves the right to control content of publicity devices (alcohol, tobacco, and community standards) as well as language on table tents, flyers, posters, and banners. Bring the original flyer or banner to the Office of Student Activities before making copies and it will be stamped and available within 24 hours for duplication and distribution.

Off-Campus Use:

Posters for non-alcohol events held off-campus or sponsored by organizations not recognized by UMD are to be hung on the Community Bulletin Board on the ground floor of the Campus Center only.

Personals Ads:

Personal ads are restricted to the ground floor “Community Bulletin Board”.

Time Restrictions:

Posters and banners may remain up no more than two weeks.

Compliance:

Failure to comply with these rules may result in future posting space reservations or possible mandatory fines, loss of privileges, etc.

Exemptions:

Requests for exemption must be submitted in writing to the Office of Student Activities.

Questions:

The Office of Student Activities is located in the Campus Center, room 213A or call 508-999-8127.

AVAILABLE SERVICES

Some services, such as those listed below, require coordination through the Conference and Events Planning Office. Such arrangements may require additional time and usually involve additional costs. Please allow for both in making your reservation requests. *Please note that some of these services may not be available in spaces outside the Campus Services Department.*

- Food and beverage service with full food service catering
- Alcoholic Beverage service
- Audio-Visual services and entertainment equipment
- Custodial services
- Room arrangements
- Security
- Ticket Sales
- Conference organization
- Cash arrangements (for events in Campus Services Facilities only)
- Equipment or party rentals (tents, chairs, tables etc.)
- Theatrical/performance advice and support personnel
- Entrance Marquee
- ID services

Additional services coordinated through the Conference Office include:

- Summer on-campus housing
- Sign making
- Transportation
- Utilization of Athletic Facilities for summer sessions
- Grounds
- Academic building usage for classrooms and conference rooms

CAMPUS SERVICES LICENSE AGREEMENT

**University of Massachusetts Dartmouth
Campus Services License**

The **University of Massachusetts Dartmouth**, a public institution of higher education, having an address of 285 Old Westport Road, North Dartmouth, Massachusetts 02747, (the "Licensor"), and

_____ with an address of _____ (the "Licensee"), collectively (the "Parties"), enter into this License Agreement (the "License"), subject to the terms and conditions set forth below.

1. **Grant of License.** The Licensor grants to Licensee, its officers, servants, agents and employees a revocable, nonexclusive right to use and occupy the facilities provided in Section 1(b) owned by the Licensor and located on the University of Massachusetts, Dartmouth's campus at Old Westport Road in the Town of North Dartmouth for the Event provided in Section 1(a) and in accordance with the terms and conditions of this License. Licensor agrees to provide Licensee with the services specified in Section 1.

(a) **Type of Event:**

_____ (the "Event")

The Facility and Licensee's Facility Requirements are described on "Attachment A"

(b) **Date(s) of Event:** Beginning Date: _____
("Beginning Date")

Ending Date: _____ ("Ending Date")

Time(s): _____

(c) **Number of Participants:** _____

Licensee agrees that the number of Participants for this Event shall not exceed the number provided in Section 1(c).

(d) **Substitution of Facilities.** The Licensor reserves the right to substitute comparable facilities for those reserved by the Licensee.

2. Licensee's Compliance.

a. Licensee agrees to use and occupy the Licensed Area in accordance with all of Licensor's policies, regulations, rules and practices, including any applicable policy on the use of the Licensed Area and in compliance with all applicable state and federal laws including but not limited to fire codes. Licensee agrees to use and occupy the Licensed Area in a safe and careful manner and shall not contravene any state, federal or University of Massachusetts laws, regulations or policies. The Licensor assumes no responsibility whatsoever, for any property placed in said Licensed Area by Licensee, its employees, its agents, its guests, its patrons and its invitees and the Licensor is hereby expressly relieved and discharged from any and all liabilities for any loss injury or damages to person or property that may be sustained by reason of the use of said Licensed Area under this License.

b. Licensee shall ensure that pursuant to local fire safety regulations that the number of participants occupying the Licensed Area identified in Section 1(b) shall not at any time during the term of this License exceed the number provided in Section 1(c).

c. Licensee agrees to use only the Licensed Area provided in Section 1 and only for the purposes provided in Section 1.

d. Licensee shall designate a contact person who shall be responsible for meeting with Licensor's representatives for the planning of Licensee's Event. Licensee acknowledges and agrees to the following procedures:

i. **Housing Facility.** Licensee's Representative shall meet with Licensor's Residence Hall representatives for orientation prior to the start of this Event. Licensee shall ensure that its employees, agents, servants and Event participants adhere to the requirements set forth in this License.

ii. **Food Service.** Licensee shall have its employees meet with a designated Campus Services staff member, as required, prior to the start of this Event to finalize specific head counts upon which actual charges will be based. Final head counts are due at least forty-eight (48) hours prior to the opening of the Event.

iii. **Athletic Procedures.** The Licensee agrees to provide the Licensor's Athletic Coordinator with a daily schedule of activities at least two weeks prior to the scheduled start of this Event. Any changes to the schedule must be communicated to the Athletic Coordinator.

Licensors may, at its discretion, require Licensee to retain on the Licensed Area during the term of this License, a certified health professional or trainer or other certified, licensed or qualified person(s). Licensee shall provide verification of said qualifications, licenses or certifications to the satisfaction of Licensor prior to Licensee's use of the Facilities and property.

- iv. **Pool Use Requirements.** Any use of the pool requires the Licensee to have certified lifeguards present and on duty at all times during said use. The Licensor, at its discretion, may require the Licensee to use lifeguards provided by the Licensor and the full cost of these lifeguards are the responsibility of the Licensee. All lifeguards must be at least eighteen (18) years of age and certified in accordance with Massachusetts laws and regulations. Notwithstanding, a lifeguard must have the following minimum certifications:

(a) a current Red Cross **Lifeguard** Training Certificate, or Royal Bronze Medallion, or Boy Scouts of America **Lifeguard** Certificate, or National Y.M.C.A. **Lifeguard** Certificate or an equivalent certification, provided however, that no such alternative certification shall be deemed equivalent unless it shall contain all of the minimum requirements mandated or required by one or more of the foregoing certification programs; and

(b) a current American Red Cross CPR Certificate for the Professional Rescuer or American Heart Association CPR Certificate for the Health Care Provider, or National Safety Council CPR Training; and

(c) a Red Cross Standard First Aid Certificate, or a Red Cross Community First Aid and Safety Certificate (which certification may be evidenced by a notation on the back of any Red Cross **Lifeguard** Training Certificate), or National Safety Council First Aid Training, Level 2, or an equivalent certification, provided however, that no such alternative certification shall be deemed equivalent unless it shall contain all of the minimum requirements of one of the foregoing certification programs.

The Licensee shall provide whistles and bull horns or other appropriate voice amplification devices to all lifeguards on duty.

All certifications must be valid during the term of the License. The Licensee shall be required to have at least one lifeguard on duty for

every twenty-five (25) persons at the pool. The Licensor may require additional lifeguards at its discretion.

v. Other Procedures and Requirements. Licensor shall provide Licensee with any Licensed Area Requirements, and include said Licensed Area Requirements in Attachment A. Licensee agrees to comply with any and all additional requirements set forth by Licensor.

3. Condition of Licensed Area. Licensee acknowledges and agrees that it accepts the Licensed Area in "as is" condition, that Licensor is under no obligation to make any repairs, renovations, or alterations to the Licensed Area, and that Licensor has made no representations or warranties regarding the fitness of the Licensed Area for Licensee's intended purpose or use. Subject to Licensor providing custodial, media or other services as described in Section 1. Licensee agrees to leave the Licensed Area in as good condition as the Licensed Area was in at the beginning of this License, reasonable wear and tear accepted. Licensee shall make no temporary or permanent modifications to the Licensed Area without the prior written consent of Licensor, and Licensee shall be solely responsible for the cost of any damage, including loss or theft, to the Facilities and any equipment or property caused by Licensee, its officers, employees, agents, invitees or third party vendor (collectively, "Licensee").

4. Term of License

The term of this License shall be for _____ during the dates provided in Section 1(b).

5. Fee Schedule

Licensor may provide Licensee with food services, beverage services, A/V media services, setup/breakdown, security, custodial, grounds, housing, electrical and other services as provided in this License, ("Campus Services"). Licensee agrees to compensate Licensor for all Campus Services provided by Licensor under this License.

Payment Schedule. Licensee shall be responsible for the payment of (a) non-refundable deposit of \$100 upon execution of this License; (b) Fifty percent (50%) of estimated total amount due fourteen (14) days prior to Beginning Date, based on a final head count; and (c) balance due thirty (30) days after Licensee's receipt of the final invoice.

Payment Schedule for Pool Use. Licensee shall pay for pool events with a time duration of less than one month, fourteen (14) days before the event commences. For pool events with a time duration of greater than

one month, Licensee will pay the first month's fee in advance before the event commences. The Licensee will pay each additional month in advance before the first of the month. Licensee will not be allowed to use Licensor's facility unless all payments have been made.

Other Charges. Licensee shall be responsible for lost keys (\$45.00), lost ID Card(s) (\$10 each) and for services requested by Licensee, but which are not included in this License. However, some services such as A/V Media may constitute additional charges not covered by the rate indicated herein.

6. **Taxes.** Licensee shall be responsible for the payment of any applicable federal, State or local sales or use taxes in association with this event. Tax-exempt organizations must provide proof of such status, certificate of exemption, in order to receive tax exemption.
7. **Cancellation by Licensee.** Licensee may terminate this License upon prior written notice to Licensor at the University Conference and Events Planning Office at the address as provided in Section 16 herein. Notice of cancellation received by the University Conference and Events Planning Office less than one (1) business day prior to the Beginning Date shall result in a cancellation fee equal to one hundred (100%) of the deposit identified in Section 5. Notice of cancellation received by the University Conference and Events Planning Office less than five (5) business days prior to the Beginning Date will result in a cancellation fee equal to fifty (50%) of the deposit identified in Section 5 above. Any costs related to cancellations by Licensee for services provided by third parties shall be the responsibility of the Licensee.
8. **Termination by Licensor.** The Licensor may terminate this License at any time at its discretion. If the Licensor terminates this License because Licensee has violated the terms of this License, or because Licensee's participants or attendees have violated laws, regulations or Licensor's policies, the Licensee is obligated to make full payment of all fees under this License. Otherwise, termination by Licensor shall result in a pro rata refund of the applicable fee, based on the portion of the use period that was actually used, but less any expenses incurred by the Licensor.
9. **Alcoholic Beverage Service.** Licensee agrees that the serving of any alcoholic beverages shall be in compliance with the Licensor's Alcohol and Drug Policy and shall be arranged only through a separate contract with SMUSERV, Inc., the exclusive provider of alcoholic beverage services on the Licensor's Dartmouth campus. The provision and/or serving of any alcoholic beverage shall be arranged through the University Conference and Events Planning Office. The consumption, serving and/or sale of alcoholic beverages shall occur only in the Licensed Areas on the

Licensee's main Dartmouth campus. **No alcohol may be taken outside the Licensed Area.**

10. **Control of Premises.** Licensee acknowledges and agrees that the Licensed Area shall, at all times, be under the control of Licensor, and duly authorized representatives of Licensor shall have the right to enter the Licensed Area at all times during the term of this License. Licensee shall, at all times, conduct itself so as not to interfere in any way with the operations of the Licensor. Licensee agrees to observe and obey all directives given by Licensor's personnel including, but not limited to, directives related to maintenance and public safety. Licensee shall further agree to take responsibility for the implementation and enforcement of these items and to cause its agents, employees, invitees, guests, and members of the audience to comply with all reasonable requests of Licensor, its personnel and security agents, relating to the Licensed Area, University of Massachusetts Dartmouth campus and Facilities and the operations thereof.
11. **Ingress/Egress.** Licensee shall ensure that its employees, servants, agents, participants, or invitees, will not obstruct the sidewalks, entries, doors, passages, vestibules, halls, corridors, stairways or passageways. All ways of access to public utilities of the Licensed Area shall be kept unobstructed by the Licensee and shall not be used for any purpose other than ingress or egress to and from the Licensed Area by the Licensee.
12. **Abandoned Property.** Any property of Licensee, its agents or invitees left on Licensor's property after a period of ten (10) days from the Ending Date of the Event specified in 1(d), shall be deemed abandoned and shall become the property of Licensor to be disposed of or utilized at the Licensor's sole discretion. The Licensor shall use reasonable efforts to contact Licensee in the event that the Licensor discovers such property on its premises within said ten (10) day period; however, Licensor is not obligated to conduct any search for such property, which obligation lies solely with Licensee.
13. **Liability.** Licensee agrees that it shall use and occupy the Licensed Area at its own risk, and the Licensor shall not be liable to Licensee, its agents or invitees, for any personal injury or loss or damage to vehicles, equipment, fixtures, or other personal property brought onto the Licensed Area or Licensor's premises. Without limiting the foregoing, Licensor shall not be liable to Licensee for any injury, loss or damage to persons or property caused by any acts or omissions of Licensee, its employees, agents or invitees, or members of the general public. No officer, employee or agent of Licensor shall be personally liable to Licensee, its agents or invitees, for or on account of any alleged breach of this License,

or for any act, failure to act or other matter arising out of the execution of this License or the performance of the Licensor's obligations hereunder.

14. **Indemnification.** To the fullest extent permitted by law, Licensee shall defend, indemnify and hold harmless the Licensor, its Trustees, officers, agents, employees, attorneys, successors, assigns and representatives from and against any and all claims, costs, losses, theft, damages, actions, fines, penalties, demands, liability, expense and third party action(s), including reasonable attorneys' fees and costs through litigation and all appeals arising out of (i) Licensee's use of the Licensed Area; (ii) any occurrence in, upon, at or about any of the property controlled and managed by Licensor resulting from Licensee's occupancy or use of such property whether authorized or not; (iii) the occupancy or use of the Licensed Area by Licensee, its employees, servants, or invitees and any party acting by, through or under any of them; provided such claim, damage, loss, or expense is attributable to the loss of life, personal injury, loss of personal property or damage to property. Nothing contained herein shall be construed to make Licensee liable for any injury or loss caused by the sole negligence of the Licensor or employee of the Licensor. The indemnification obligation under this Section 14 shall not be limited by the existence of any insurance policy or by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Licensee, its officers, employees, agents, servants, or by any other person acting for or by permission of the Licensee, and shall survive the termination of this License.
15. **Insurance.** Licensee agrees, at its own expense, to purchase and maintain throughout the term of this License a comprehensive commercial general liability insurance policy in the minimum amounts of \$1,000,000.00 per occurrence, \$3,000,000.00 general aggregate. Said insurance policy shall be written by a company authorized to do business in the Commonwealth of Massachusetts and reasonably acceptable to the Licensor. The Insurance shall cover the events under this License; and shall name the Commonwealth of Massachusetts and the Licensor as additional insureds. The Licensee shall provide Licensor with a certificate of insurance evidencing compliance with the terms of this Section 15 at the time this agreement is executed.
16. **Notice.** Unless otherwise specified, any notice hereunder shall be in writing and shall be deemed delivered when given in person to either Party or the actual date received by that Party.

Licensor: University Conference and Events Planning Office
285 Old Westport Road, Dartmouth, MA 02723
Attention Conferencing Coordinator

Licensee: _____

The Licensor or the Licensee shall, at any time and from time to time, specify any changes to the information included in this License, such as its proper legal name, address, or point of contact for purposes of this License, giving fifteen (15) days written notice thereof to the other party, and shall submit any applicable attachments which are affected by such changes.

17. **Force Majeure.** Neither Party shall be liable to the other or be deemed to be in breach of this License in the event the Licensed Area, a portion of the Licensed Area or Licensor's property is substantially damaged, by fire, war, terrorism or an act or acts of nature. Either Party may immediately terminate this License upon written notice thereof.
18. **Assignment.** Licensee shall not sell, assign or otherwise transfer any interest or delegate any performance under this License without the prior written consent of Licensor. Any purported assignment of rights or delegation of performance in violation of this Section is void.
19. **Advertisement/Signs.** Licensee shall provide the Licensor's Conferencing Coordinator with a copy of Licensee's proposed advertising for approval of the Assistant Director of Campus Services, in advance of the Beginning Date, to ensure that the involvement of the University in connection with the event or conference is properly represented. It is further agreed that signs will not be posted or distributed in or about said Licensed Area without the consent of the University, and then only on spaces clearly indicated to Licensee.

Advertisement/Signs for Pool Events. Licensee shall provide the Licensor's Aquatics Director or Athletic Facilities Director with a copy of Licensee's proposed advertising for approval, in advance of the Beginning Date, to ensure that the involvement of the University in connection with the event is properly represented. It is further agreed that signs will not be posted or distributed in or about said Licensed Area without the consent of the University, and then only on spaces clearly indicated to Licensee.

20. **Parking Facilities.** The Licensor agrees that existing parking facilities will be open to such traffic as is occasioned by the Licensee's use of the Licensed Area, but the Licensee agrees that the Licensor need not hold such parking facilities for the exclusive use of such traffic or otherwise to arrange for or provide parking facilities. Note however, that designated

parking areas may be assigned to Licensee at the discretion of the Licensors.

21. **Miscellaneous.** The Parties understand and agree that this License and amendments (if any) supersede all other verbal and written Licenses and negotiations by the Parties relating to the subject matter of this License. No amendment to this License shall be effective unless it is in writing and executed by authorized representatives of both parties and complies with all other regulations and requirements of law.
22. **Governing Law.** This License shall be construed under, and governed by, the laws of the Commonwealth of Massachusetts.

IN WITNESS WHEREOF, the Parties have caused this License to be duly executed in duplicate originals by their duly authorized representatives, whose signatures appear below:

UNIVERSITY OF MASSACHUSETTS, DARTMOUTH

Print Name: _____

By its: _____

Dated: _____

LICENSOR:

Print Name: _____

By its: _____

Dated: _____

**University of Massachusetts Dartmouth
Campus Services License
Attachment A**

Licensee agrees to the following:

CONFERENCE FACILITY REQUIREMENTS:

HOUSING REQUIREMENTS:

FOOD SERVICE REQUIREMENTS:

OTHER REQUIREMENTS:

The Licensee agrees to use the Licensed Area for the following and no other purpose:

APPENDICES

A. FACILITIES AND CAPACITY

The following information is provided as a guideline. The exact number of persons that may be accommodated in each facility or room will vary according to the exact nature of the event and services needed.

Facilities and Spaces with Capacities				Reception	Dance	Banquet/Meeting
<u>Campus Center</u>						
	Commuter Cafeteria			400	350	400
	South Alcove*			75	75	50
	Underground Café			50	50	n/a
	Ground Floor Lounge & Pub			90	90	50
	West Patio			1000	1000	1000
	Students' Conference Room			35	n/a	n/a
<u>Residents' Dining Hall</u>						
	Main Dining Area			365	365	300
	North Dining Room			75	75	50
	Eastside Picnic Area			300	300	175
<u>Main Auditorium</u>						
	Main Level**			400	n/a	n/a
	Balconies**			400	n/a	n/a
	Individual Balcony Rooms**			125	n/a	n/a
	Room 006***			60	n/a	n/a
	Room 007***			35	n/a	n/a
	Community Art Gallery			200	n/a	125
<u>Woodland Commons</u>						
	Conference 1			100	100	60
	Conference 2			100	100	60
	Conference 3			100	100	60
	Mtg Rm 101			n/a	n/a	12
	Mtg Rm 102			n/a	n/a	12
	Mtg Rm 103			n/a	n/a	12
	Lobby Area			75	75	n/a

* Available M – F after 3pm; **Available M – F after 12 pm during the academic year; ***available M – F after 6pm during the academic year.

B. USE OF CHALK

To: All Registered Student Organizations
From: Conference and Events Planning
Memo: Use of Chalk
Date: April 28, 2008

Student organizations will be penalized for advertising with chalk. Organizations wishing to advertise for an event and do so by writing on walkways, buildings and other inappropriate places will be charged for the steam cleaning of those areas directly to their Speed Type number (Account number).

There are several ways organizations can promote an event:

- Emailing Greg Paciulan gpaciulan@umassd.edu a power point slide which can then be viewed on the digital gallery.
- Having a poster stamped by SAIL and distributed to Bulletin Boards throughout Campus.
- Utilizing the University Calendar on the Home Page and selecting Quick Links, Choose Calendar of Events, Choose submit a new event and request. Please fill in the required fields.
- Advertise your event in the Torch.

The Conference and Events Office will be in touch with the Facilities Department and Grounds Office to bill appropriate organizations who fail to comply.

C. GUIDELINES FOR PLAYS AND MUSICALS

Three weeks prior to the event, a list of all scheduled rehearsals and walkthroughs must be submitted.

One week prior to the event, a Lighting and Sound script must be turned into the Auditorium Technical Staff.

Set plans need to be approved by the Technical Services Manager two weeks prior to load-in date.

Upon completion of the set, a safety inspection will be done by Technical Services Manager to determine whether or not the set can be used in the production.

The day of the event, the student representative (of the sponsoring organization) in charge of the performance must be present in the Main Auditorium NO LESS than 2 hours before the scheduled start time of the event and remain throughout the entire run of the show. The student in charge of this event is (Please Print)

There is no food or drink allowed anywhere in the Auditorium (including backstage). Concessions must be kept in the lobby.

Absolutely no alcoholic beverages are allowed anywhere in the Auditorium.

Anyone found drinking will be removed from the Auditorium and not allowed to return (this includes performers).

During the run of the show no more than 2 representatives from any group will be allowed in the technical booth at the same time.

At any time during the show if someone is demonstrating any disruptive behavior, the technical staff reserves the right to stop the show until the person or situation is dealt with.

It is up to the Sponsoring Organization to inform their members and performers of all this information. If any of these guidelines or rules is not followed by the Sponsoring Organization or their performers the show will not go on.

Signature of Student in charge _____

Signature of Technical Representative _____

Event Name _____

Event Date _____

Print Name _____

Date _____

D. GUIDELINES FOR MULTICULTURAL/TALENT SHOWS

One week prior to the event, a list of all scheduled rehearsals and walkthroughs must be submitted.

Two business days prior to the event a script or a list of acts must be turned into the Auditorium Technical Staff. From this point only minor changes may be made to the run of the show.

The day of the event, the student (of the sponsoring organization) in charge of the performance must be present in the Main Auditorium NO LESS than 2 hours before the scheduled start time of the event and remain throughout the entire run of the show. The student in charge of this event is (Please Print)

All music by every act must be brought to the technical booth NO LESS than 1 hour before the scheduled start time of the event.

Under NO circumstances will performers arriving after the start of the show be allowed to perform.

There is no food or drink allowed anywhere in the Auditorium (including backstage). Concessions must be kept in the lobby.

Absolutely no alcoholic beverages are allowed anywhere in the Auditorium.

Anyone found drinking will be removed from the Auditorium and not allowed to return (this includes performers).

During the run of the show no more than 2 representatives from any group will be allowed in the technical booth at the same time.

At any time during the show if someone is demonstrating any disruptive behavior, the technical staff reserves the right to stop the show until the person or situation is dealt with.

It is up to the Sponsoring Organization to inform their members and performers of all this information. If any of these guidelines or rules is not followed by the Sponsoring Organization or their performers the show will not go on.

Signature of Student in charge _____

Signature of Technical Representative _____

Event Name _____

Event Date _____

Print Name _____

Date _____

E. GUIDELINES FOR COMEDIANS AND SOLO PERFORMERS

Two weeks prior to the event, a list of all scheduled rehearsals and walkthroughs must be submitted, as well as a list of technical needs for each of the performing artists.

During the event, only performers will be granted access to the backstage area. Any non performing patrons must have permission by the Auditorium Technical Staff.

All stage decors must be approved by Technical Services Manager.

The day of the event, the student (of the sponsoring organization) in charge of the performance must be present in the Main Auditorium NO LESS than 2 hours before the scheduled start time of the event and remain throughout the entire run of the show. The student in charge of this event is (Please Print)

There is no food or drink allowed anywhere in the Auditorium (including backstage). Concessions must be kept in the lobby.

Absolutely no alcoholic beverages are allowed anywhere in the Auditorium.

Anyone found drinking will be removed from the Auditorium and not allowed to return (this includes performers).

During the run of the show no more than 2 representatives from any group will be allowed in the technical booth at the same time.

At any time during the show if someone is demonstrating any disruptive behavior, the technical staff reserves the right to stop the show until the person or situation is dealt with.

It is up to the Sponsoring Organization to inform their members and performers of all this information. If any of these guidelines or rules is not followed by the Sponsoring Organization or their performers the show will not go on.

Signature of Student in charge _____

Signature of Technical Representative _____

Event Name _____

Event Date _____

Print Name _____

Date _____

F. GUIDELINES FOR CONCERT

One month prior to the event, a list of all scheduled rehearsals and walkthroughs must be submitted, as well as a list of technical needs for each of the performing artists.

During the concert, only performers will be granted access to the backstage area. Any non performing patrons must have permission by the Auditorium Technical Staff.

For load in purposes the Sponsoring Organization must reserve the Scenery Shop to ensure access to the Auditorium freight elevator.

The day of the event, the student (of the sponsoring organization) in charge of the performance must be present in the Main Auditorium NO LESS than 2 hours before the scheduled start time of the event and remain throughout the entire run of the show. The student in charge of this event is (Please Print)

There is no food or drink allowed anywhere in the Auditorium (including backstage). Concessions must be kept in the lobby.

Absolutely no alcoholic beverages are allowed anywhere in the Auditorium.

Anyone found drinking will be removed from the Auditorium and not allowed to return (this includes performers).

During the run of the show no more than 2 representatives from any group will be allowed in the technical booth at the same time.

At any time during the show if someone is demonstrating any disruptive behavior, the technical staff reserves the right to stop the show until the person or situation is dealt with.

It is up to the Sponsoring Organization to inform their members and performers of all this information. If any of these guidelines or rules is not followed by the Sponsoring Organization or their performers the show will not go on.

Signature of Student in charge _____

Signature of Technical Representative _____

Event Name _____

Event Date _____

Print Name _____

Date _____