

Marquette University Recognized Student Organization Dance Policy & Planning Guide

Late night dances occurring on campus are an important part of campus life because they offer students and other members of campus community an opportunity to socialize and be together.

In the tradition of shared governance, sponsoring student organizations and campus administration work closely together to plan a safe and successful event. Sponsoring organizations, their members and their guests are responsible for following campus policies and procedures. Campus administration is responsible for assisting student organizations to plan events that are safe and contribute to the vibrant of campus life.

Definition of Marquette University Registered Student Organization Dance

For the purpose of this policy, a “dance” is any social event sponsored by a University recognized student organization whose primary purpose is the promotion of free movement to amplified music in an unobstructed area in a campus facility.

Any event in which individuals are actively involved and participating in such functions constitutes a dance event. A non-dance event is defined as having a non-participating audience. Examples of non-dance event would include lectures and speakers, talent shows, and fine arts performances.

University Dance Policy Committee Members

The University Dance Policy Committee is comprised of members of the university administration and current Marquette university students, all of which hold a vested interest in the policies and procedures that govern dances on the Marquette University campus. These members include but are certainly not limited to:

- Office of Student Development representative
- Alumni Memorial Union representative
- MU Police Liaison
- National Pan-Hellenic Council (NPHC), Interfraternity Council (IFC), Pan-Hellenic
- Student at Large
- MUSG (Marquette University Student Government)

The Dance Policy Committee will meet on a semi-annual basis, or as requested, in order to review current policies and receive input and recommendations in order to continue to develop university dance policies to meet the needs of our students.

University Dance Planning Team Members

The Dance Planning Team consists of the following members and is required to meet 7-10 days prior to any scheduled and planned dance:

- **Assistant Dean for Student Involvement** – The Assistant Dean for Student Involvement oversees the entire planning process of dances and serves as a resource to the planning team.
- **Assistant Director Event Services (your Primary Event Coordinator)** - Schedules, develops agenda & facilitates dance planning meeting discussion. This individual is the primary event coordinator to assist with all aspects of planning a dance. Please direct all inquiries and/or questions to your primary event coordinator. Office phone: 414-288-0628 Email: linda.lee@marquette.edu
- **Assistant Director of Operations** – Ensures that all logistical aspects of dances have been taken care of and that the event will be properly staffed with student security.
- **MU Police Liaison** – Ensures that all safety and security measures are in place and communicated to students involved.
- **Student Organization Point of Contact** – Communicates all details of the event and what needs the sponsoring organization may have before the scheduled event.
- **Student Organization Advisor** – Helps with the planning and communication of the organizations event and serves as a point of contact in the event that the students are unable to be reached.

The purpose of this team is to go over all details of the scheduled dance, review publicity for the event, communicate who will be in attendance the night of the event (including student volunteers), and to answer any questions that anyone may have.

Eligibility

1. Only Marquette University student organizations that have been recognized and registered by the Office of Student Development may sponsor a dance.
2. The sponsoring registered student organization must register the dance with the Office of Student Development, AMU 121, and meet with the Associate Director Events Management, no later than four (4) weeks prior to the dance, to discuss the event, and acknowledge the preliminary event order confirmation, or the dance is subject to cancellation.

Student Organization Point of Contact

The student organization(s) sponsoring the dance must designate a primary student contact person(s) for their group. The contact person must be a current Marquette University student and is responsible for overseeing the policies and procedures outlined in this guide.

Student Organization Advisor

The student organization advisor is strongly encouraged to be present at the dance and assist in planning process to ensure a smooth and successful event.

Scheduling Requirements

1. Contact the Events Management Office to secure a date and space based upon availability.
 - a. The dance may not be held in conflict with major holidays, academic calendar of events or designated special events on campus (i.e. Family Weekend, Fall/Winter/Spring Breaks, Mid-Term, Alumni Awards Weekend, Final Exams ect.)
2. Register your event via Involvement Link six (6) to eight (8) from event date or minimum of five (5) weeks: <https://marquette.campuslabs.com/engage/>
3. Dances are subject to cancellation if the event is not registered via Involvement Link and approved by the Office of Student Development at least three (3) weeks prior to the dance date. Please be reminded, the preliminary dance planning meeting must be scheduled four (4) weeks prior to the event date or the dance is subject to cancellation.
4. On campus dances are permitted on Friday & Saturday evenings, scheduled no later than 1:30 AM.
 - a. No more than one (1) dance per night.
 - b. No more than two (2) dances per weekend.
 - c. No more than one (1) level 4 dance per weekend.
 - d. No more than two (2) level 3 or level 4 dances per month.

Approved Dance Locations

1. Registered Student Organization sponsored dances are limited to the following on-campus facilities: Marquette Place, AMU Room 163, AMU Room 227, Union Sports Annex Court and Ballroom.
2. Special location requests must be submitted to the Associate Director Events Management at least 5-6 weeks in advance of event date for consideration by the Office of Student Development & the Events Services Office.

Dance Level 1-4 Defined

Level 1 – Open to Marquette University Sponsoring Student Organization Members Only

Level 2 – Open to Marquette University Students Only

Level 3 – Open to Marquette University Students and Guest(s)

Level 4 – Open to Marquette University Students, Guest (s) and other College Students

Level 1: (1-100 people in attendance)

Open to recognized and approved sponsoring registered student organization members only. Student organization members must present valid MU ID.

Approved dance locations and timeline for a level 1 dance:

| | |
|---|------------------|
| Marquette Place | 9:30 PM-1:30 AM |
| Room 227 or (1) section of the ballroom | 9:30 PM- 1:30 AM |
| Union Sports Annex Court | 9:30 PM- 1:00 AM |
| Room 163 | 9:30 PM- 1:30 AM |

Entry Guidelines:

Official member(s) of the organization identified during the dance-planning meeting, to check MU ID and validate membership.

Minimum Staffing:

- (1) One AMU Student Security

Level 2: (attendance – see below)

Open to all MU Students with valid MU ID.

Approved dance locations and timeline for a level 2 dance:

| | | |
|--------------------------|---------------|------------------|
| Marquette Place | (500 ppl max) | 9:30 PM-1:30 AM |
| Union Sports Annex Court | (300 ppl max) | 9:30 PM- 1:30 AM |
| Ballroom | (700ppl max) | 9:30 PM- 1:30 AM |

Entry Guidelines:

MU Students with valid MU ID. AMU Student Security to check ID's. Sponsoring organization members identified during the dance-planning meeting, to wristband and collect admission fees.

Minimum Staffing:

- (2) Two AMU Student Security
- (1) One MU Police Officers
- (1) Student Organization Advisor OR an AMU Staff member

Level 3: (attendance- see below)

Open to MU Students with valid MU ID and no more than (1) guest per MU Student with photo ID and proof of 18 years or older.

Approved dance locations and timeline for a level 3 dance:

| | | |
|---|---------------|------------------|
| Marquette Place | (500ppl max) | 9:30 PM-1:30 AM |
| Union Sports Annex Court | (300 ppl max) | 9:30 PM- 1:00 AM |
| Ballroom (Semi-Formals or Formal Dances only) | (700 ppl max) | 9:30 PM- 1:30 AM |

Entry Guidelines:

MU Students with valid MU ID and no more than (1) guest per MU Student with photo ID and proof of 18 years or older. The guests must show photo proof of age 18 or older and must sign-in before entering the dance. Staff will also photocopy each guest ID. The MU student of the sponsoring organization will be held responsible for the guest. AMU Student Security to check ID's. Sponsoring organization members identified during the dance-planning meeting, to wristband and collect admission fees.

Minimum Staffing:

- (4) Four AMU Student Security
- (4) Four MU Police
- (1) Student Organization Advisor OR an AMU Staff member

Level 4: (attendance- see below)

Open to MU Students with valid MU ID with no more than (1) guest per MU Student with photo ID and proof of 18 years or older. College students also welcome with valid college photo ID and proof of 18 years or older. Non-MU college students are not permitted to bring guests.

Approved dance locations and timeline for a level 4 dance:

| | | |
|--|---------------|------------------|
| Marquette Place | (500 ppl max) | 9:30 PM- 1:30 AM |
| Ballroom (Semi-Formal or Formal Dances only) | (700ppl max) | 9:30 PM- 1:30 AM |

Entry Guidelines:

MU Students with valid MU ID with no more than (1) guest per MU Student. The guests must show photo proof of age 18 or older and must sign-in before entering the dance. Staff will also photocopy each guest ID. Non-MU college students are expected to sign-in and must present valid college photo ID and proof of 18 years or older.

AMU Student Security to check ID's. Sponsoring organization members identified during the dance-planning meeting, to wristband and collect admission fees.

Minimum Staffing:

- (4) Four AMU Student Security
- (4) Four Public Safety Officer
- (1) Student Organization Advisor OR an AMU Staff member
- (1) Dance Liaison

Dance Planning Checklist & Important Dates to Remember

Pre-Event

- Secure dance space with the Event Services Office up to one (1) year in advance. Call 414-288-7202, stop by AMU Room 245 or email linda.lee@marquette.edu
- Register the event a minimum of six (6) to eight (8) weeks prior to event date. <https://marquette.presence.io/organizations>
- Schedule Preliminary Planning meeting with Assistant Director Event Services six (6) to eight (8) weeks prior to event date. Linda.lee@marquette.edu or 414-288-0628
- Schedule preliminary planning meeting at least four (4) weeks prior to event date with Assistant Director Event Services, linda.lee@marquette.edu
- Confirm Catering Order with your primary event coordinator fourteen (14) days prior to event date. *Complimentary ice water service is provided for ALL dances.*
- Submit publicity to OSD for approval at least 2-3 weeks from date of event. Approved publicity must be on file with OSD/Events Management prior to the final dance planning meeting.
- Schedule final dance planning meeting seven (7) to ten (10) days prior to event date with Assistant Director Event Services, linda.lee@marquette.edu
- Confirm guarantee count for catering three (3) days prior to event date.
- Provide a list of volunteers to Events Management at least two (2) days from event date for name badges.
- Acknowledge via email the Final Event Order Confirmation three (3) days prior to event date.

Day of Event

- Sponsoring Organization leader(s) & volunteers to gather in AMU 2nd Floor Lobby for Pre-Dance Meeting 45 minutes prior to the start of the dance.
- Complete the Post-Event Feedback Form at the conclusion of the dance.
- Return Cash Box / Bank & submit dance fee payment.

Post-Event

- Submit payment for any outstanding charges five (5) days upon receipt of invoice

Publicity

1. All printed publicity such as flyers, posters and/or postcards, MUST include the following entry guideline in accordance with the level of dance identified during the dance agreement-planning meeting.
2. Publicity may be hung in approved posting locations ONLY AFTER the flyer has been uploaded and approved on Marquette Involvement Link. Some posting locations, such as residence halls, require advanced reservation. Please see <http://www.marquette.edu/osd/organizations/publicity.shtml#publicity-approval> for details and contact information.
3. The Office of Student Development approves all posted materials as a certification that the sponsoring organization has met all the applicable conditions as outlines in the Student Organization Handbook. Flyers that do not appear on Marquette Involvement Link are NOT approved to post, and will be removed.
4. The following must be indicated on ALL materials to be posted:
 - (1) the full name of the sponsoring organization
 - (2) the time, date and place of the event
 - (3) any entrance fees or costs to participate
 - (4) entry guidelines

Entry Guidelines for publicity – The following text must be included on ALL publicity including print (flyers/postcards ect.) including social media (ex. FaceBook, Twitter, LinkedIn)

Level 1 – Marquette University ('organization name') members with valid MU ID

Level 2 - Marquette University Community (or MU students) with valid MU ID

Level 3 – Marquette University Community (or MU students) with valid MU ID

Level 4- Marquette University Community (or MU students) with valid MU ID or College Students with valid College photo ID and Proof of 18 years or older

Responsibility of Student Organization

- (1) Greeters working ticket line to move people into the dance - 2 per shift _____, _____
- (2) Greeters working line - 2 per shift _____, _____
- (3) Drop safe and cash bank - 1 person _____
- (4) Dance monitors - 2 per shift _____, _____
- (5) Set up (if applicable)- 2-3 (90 minutes before doors open) _____, _____
- (6) Pre-dance meeting attendance by all volunteers

- (7) Provide a sponsor guest list before the admission doors open - additions after this time will be limited and in consultation with the host student organization, Advisor, Assistant Director and DPS liaison.

Day of Logistics & Entry Process

- _____ Dance venue set and ready
- _____ Access to venue to decorate / set up by sponsoring organization
- _____ Catering set and ready
- _____ DJ / Band arrival time
- _____ Sponsoring Organization Leader(s) arrival time
- _____ Pre-Dance Meeting (45 minutes before publicized start time)
- _____ Publicized Dance Start time
- _____ Publicized Dance End time
- _____ DJ/ Band's announces last song (lights up)

- (1) All Student Organization in a leadership role during the event will wear a name badge with first and last name clearly identified. All university staff will wear name identification.
- (2) Close off Northwest entrance on second floor. This will be used as an exit for people who do not meet the entrance guidelines.
- (3) Posting signage on all outer doors for entrance and ID requirements.
- (4) Night of the event meeting - A training meeting will occur 45 minutes prior to the event, with all of the staff and volunteers working the event. This meeting includes, but is not limited to, student organization volunteers, event support staff and security,
- (5) Building Managers, food service and Public Safety, advisers, etc..
- (6) Begin admitting guest 30 minutes prior to the DJ beginning to avoid a line forming.
- (7) Guest sign-in process will be enhanced to include the statement of consequences for MU students bringing in a guest they do not know and that the MU student must stay with and be responsible for the behavior of the guest. The consequences of this will also be stated clearly. A photocopier will be positioned at the entry and the MU ID and the Guests ID s will be photocopied and kept for verification.
- (8) ID checkers will check ID s and those who do not meet the entrance requirements will be turned over to DPS or an AMU staff member who will politely escort them out the northwest entrance.
- (9) At the end of the dance, DPS and MPD will be positioned in the area as they always are for exiting of large events.
 - a. AMU to provide name badges for ALL organization student leaders.

Room Set up, Equipment & Technical Support Services

- Easels – AMU to provide entry guideline signage
- 6x8' Stage Section(s) – for DJ
- Coat racks – 60 coats will fit on a coat rack; double-sided.
- 6 Foot Tables – Set up for organization members to collect admission fee
 - Set up for guest check-in
 - Set up for self-serve water stations
- Stanchions – Used to form lines
- Photocopier – needed at sign-in table
- Gig Rig: Sound System
- AV Technician

Catering Services

<https://www.marquette.edu/event-services/catering.php>

Student Organization Sponsored Events receive a 20% discount (excluding bottled beverages and custom menu items)

Complimentary Water Service is provided for ALL dances. (plastic service).

Money Handling

Cash Banks and/or Cash Boxes may be obtained through Events Management to assist your volunteers with collecting an admission fee for your dance.

\$ _____ MU ID Entry Fee
\$ _____ Public Entry Fee
_____ Total # of Cash Banks Required
\$ _____ Cash Bank Amount
Preferred Denomination(s)
\$1.00's _____ \$5.00's _____ \$10.00's _____
_____ Point of contact name
_____ Point of contact phone / email
_____ Cash Bank Set & Ready by

Parking

Structure 1, located at 749 N. 16th Street, and Structure, located at 1240 W. Wells St., have been designated the university's visitor parking facilities. Although parking is limited on the Marquette University campus, Parking Services will do its best to accommodate guests. No need to contact Parking Services. Your primary event coordinator is responsible for notifying parking services along with any special needs or arrangements.

\$10.00 per day, per vehicle

University Drug & Alcohol Policy

Refer the Student Organization Handbook:
<http://www.marquette.edu/osd/policies/index.shtml>

Marquette University Safety & Security

The Department of Public Safety, in accordance with the department's policies and the guidelines set forth within the Dance and Policy and Planning Guide will be responsible for providing the appropriate staffing for events and the assignments of officers. The department will work closely with the event hosts to ensure that policies and rules are enforced throughout the event. In cases where an incident occurs that is in violation of the rules and policies, Public Safety will work in consultation with the event hosts and the other university representatives present to promptly address the situation and determine the appropriate course of action. The Public Safety representative in charge reserves the right to contact the Milwaukee Police Department to respond to incidents that are in violation of policies or may pose a threat to the safety and security of persons in attendance, as well as the university community at large. In such cases, the responding Milwaukee Police Department officials will assume charge of the scene.

Pre-Dance Meeting

The following items will be discussed during the pre-dance staff meeting scheduled forty-five (45) minutes prior to the dance start time. The pre-dance meeting offers the opportunity for introductions and ensures a pleasurable and safe dance for all those who participate.

Introductions

- Sponsoring organization members, volunteers & advisor
- AMU Security
- AMU Staff
- OSD Staff
- Department of Public Safety
- Dance Liaison

Work Assignments

- ID check at entry (AMU Security Staff)
- Monitor crowd (AMU, Public Safety and sponsoring organization)
- Monitoring fire exits (AMU Staff and Public Safety)
- Wristband and collect admission fee (sponsoring organization)

Review Dance Entry Guidelines (Level 1, 2, 3 or 4)

Capacity

- AMU to provide counters to track attendance
- Protocol when max attendance is reached
- Number expected, general questions about size of crowd

Cash Band and Drop Safe Procedures

- Total amount of bank
- Collecting bank for the evening
- Returning the bank
- Making payment
- Making a drop
- Storing and retrieving the profits

Ending the party

Final Dance Planning Meeting Agenda (Sample)

Final Dance Planning Meeting Agenda

- Welcome & Introductions
- History and goal(s) of the dance presented by sponsoring organization
Sponsoring Organization: _____
Main contact: _____
- General information: date of preliminary dance planning meeting, date of event level dance, anticipated attendance, admission fee etc.
 - Preliminary Dance Planning Meeting – _____
 - Event Registration/Approval on file – Approved
 - Final Dance Planning Meeting – _____
 - **Event Date:** _____ – Marquette Place
 - Level 4 Dance; expected to reach capacity – 500 personsAdmission Fee – \$_____ Greeks & \$_____ for MU College Students & Non-MU College Students
- Timeline; set and ready, sponsoring organization arrival time, pre-dance planning meeting, dance start time, DJ arrival time and last song, official event end time.
 - 8:30 PM DJ expected to arrive (AMU - stage/ table/Gig Rig)
 - 8:15 PM – Pre Dance Meeting (2nd floor lobby- rotunda)
 - 9:14 PM – Dance Start time
 - 1:25 AM - DJ Plays last song
 - 1:30 AM – Conclusion of Dance
- Publicity Plan - Flyers, Face Book, AXIS TV - other
- Roles & Responsibility of the sponsoring organization volunteers
- Entry Guidelines – Level 4
(Please refer to “University Dance Policy & Planning Booklet” for complete guideline.
- Entry Process & Logistics
- Staff on site: Roles & Responsibilities
- Other logistics; name badges, cash bank process etc.
- Discussion of pre-event planning meeting held 45 minutes before start of dance.
- Decision making protocol the night of the dance
- Organization’s Responsibility following the Final Dance Planning Meeting
 - **Final Space Confirmation** to be sent by Events Management, no later than _____ following final planning meeting.
 - Point of Contact to review Revised Confirmation for accuracy.
 - Organization to send email **Space Confirmation Acknowledgement**, received by _____
 - Organization point of contact to provide **list of volunteers**, due no later than _____
- Post Dance Event Evaluation – completed the evening of the dance.
- Additionally, an on-line event evaluation form will be sent for additional feedback pertaining to overall event planning experience.

Post-Dance Event Evaluation Process

Post Dance Event Evaluation Form

This is a short post dance event evaluation to follow up on this evening's dance. We hope that every aspect of your event went well. We encourage you to provide comments regarding your overall event planning experience as well as the quality of service provided for you and your guests.

Today's Date _____ Estimated Attendance: _____ Actual Attendance: _____

Sponsoring Organization Comment's

Signature: _____

Advisor's Comment's

Signature: _____

AMU / OSD Staff Comment's

Signature: _____

Department of Public Safety Comment's

Signature: _____

Dance Liaison or Office of Student Development Representative Comment's

Signature: _____

Dance Cancellations

1. Cancellations must be made in writing to the EMO at least ___ days prior to the scheduled date of the dance.
2. If the sponsoring organization fails to notify the Events Management Office of a dance cancellation, the student organization will lose its privileges for holding dance for the remainder of the semester.
3. If a dance is cancelled and another registered student organization requests to take their date, the four (4) week minimum notice for scheduling dances as stated above applies.
4. The University Dance Planning Team will consider acts of God and/or inclement weather in the enforcement of the cancellation provisions.

Compliance

1. Failure to comply with this policy may result in:
 - a. the dance being cancelled; stopped and/or
 - b. the hours of the subsequent events being shortened; and/or
 - c. loss of the use of campus facilities for a certain period of time and/or
 - d. the organization being placed on probation and/or suspension.

Dance Planning & Student Organization Agreement Form

(Complete this document during the preliminary planning meeting)

Sponsoring Organization Name(s): _____

Organization Student Leader(s): _____

Event Date: _____

Preliminary Planning Meeting Date: _____

Event Registration Form Submitted to OSD: _____

Event Registration Form Approved by OSD: _____

Event Location: _____

Level 1, 2, 3, or 4 (please circle) _____

Event Name or Theme: _____

Dress Code: _____

Event Start / End: _____

Pre-Dance Meeting Time: _____

Ticket Price: _____

DJ / Band Preliminary Details: _____

Proposed Final Dance Planning Meeting Date: _____

Final Dance Planning Meeting Date Confirmed: _____

Publicity Submitted to OSD: _____

Publicity Approved by OSD: _____

I have read the **Marquette University Recognized Student Organization Dance Policy & Planning Guide** governing the use of Marquette University facilities and agree to adhere to them.

Signature of representative for sponsoring organization(s): _____ Date: _____

Organization(s) Name: _____

Annette Conrad, Associate Director, Marquette University Date: _____

Alumni Memorial Union – 2nd Floor Dance Entry Set up