

UNIVERSITY STUDENT UNION, INC.  
California State University, Northridge

Effective: 12/06/10  
Supersedes: 05/05/09  
Dance Policy and  
Operational Procedures  
Page: 1 of 7

FACILITIES & COMMERCIAL SERVICES POLICY

Subject: Dance Policy and Procedures

References: CSUN Dance Committee Recommendation (12/17/02)

Policy: A *dance* is defined as a social gathering on campus where the *primary* intent of event participants is to dance. All dances sponsored by officially recognized student clubs, organizations or groups with membership primarily composed of students, (e.g., AS Space, Residence Hall Association, Union Program Council...), must be held in University Student Union (USU) facilities.

Dances intended to generate a profit, and dances which exceed 500 participants are not permitted. Serving alcoholic beverages is strictly prohibited at all dances.

The USU reserves the right to review, approve or refuse dances consistent with the guidelines outlined in this policy. Exceptions to this policy may be made by the USU Executive Director or designee.

Any violation of the dance policy may result in loss of privileges to host dances for a period of two academic years.

Guidelines: Dances are limited to the following categories and shall be conducted in accordance with the following guidelines.

General Dance Parameters:

Attendance Eligibility CSUN students with a current CSUN ID and one guest per CSUN student with current college ID.

Maximum Event End Time The dance time will not exceed 1:00 A.M. The last song will be announced fifteen (15) minutes before the dance end time.

Pre & Post Dance Meetings Meetings will be conducted with the dance sponsor to document the condition of the facility prior to the dance and at the completion of the dance. Any changes to the condition of the facility that require special cleaning (in addition to what is covered by the basic clean-up charge) or repair will be the financial responsibility of the sponsoring organization.

Marketing	<p>Advertising may occur <i>only</i> after approval is granted at the Dance Planning Meeting (see Procedure 6). All advertising must state the following:</p> <ul style="list-style-type: none"> <li>Dance entry eligibility requirement.</li> <li>Persons and their possessions are subject to search. Beverage containers, weapons, mace/pepper spray, skateboards, scooters and backpacks are not permitted in the facility.</li> </ul>
Facility Personnel	<p>The need for a USU event manager or custodian will be determined by USU Reservations and Event Services (USU RES). The sponsor may request these services if they are not required by USU RES. Payment of any and all applicable personnel fees will be the responsibility of the sponsoring organization.</p>
Professional Event Staff	<p>Professional event staff may be contracted to assist the Department of Police Services with event security. Professional event staff personnel must operate under the direction of the Department of Police Services. Off-duty sworn officers are not permitted to work as event staff. Contracting of professional event staff will be managed by USU RES. Payment of any and all applicable fees will be the responsibility of the sponsoring organization.</p>
Rental Fees	<p>If the dance is booked after regular building hours, the USU will waive the utilities fees only for officially recognized student clubs and organizations. The utilities fee will not be waived for other sponsoring organizations.</p>
Event Insurance	<p>Event insurance may be required. Payment of any and all insurance costs shall be the responsibility of the sponsoring organization.</p>
Event Security	<p>CSUN Police Officers will be present for the duration of the dance and will generally arrive a half hour prior to the doors open time and depart after the dance location is cleared. The need for additional security personnel is determined in consultation with the Department of Police</p>



Services. The Department of Police Services is the final authority in determining security personnel staffing requirements. Payment of any and all applicable security fees will be the responsibility of the sponsoring organization.

All event attendees and their possessions are subject to search. Beverage containers, weapons, mace/pepper spray, skateboards, scooters and backpacks are not permitted in the facility.

Parking At the request of the dance sponsor USU RES will arrange for reserved parking spaces. Payment of any and all applicable parking fees will be the responsibility of the sponsoring organization.

Category A Dance Parameters:

Capacity \*200 persons

Attendance Eligibility Arrangements may be made in advance to grant entrance to individuals possessing an admission ticket.

Ticketing and Admission Pre-event ticket sales or distribution is recommended. Ticketing is not required for dances hosted free of charge. For non-ticketed events, attendees must show appropriate identification specified under Attendance Eligibility. Dance exit/reentry is allowed.

Guest Wristbands The use of wristbands or hand stamps is not required. However, the sponsor may choose to utilize them for the dance. USU RES can supply the wristbands at the request of the dance sponsor. Payment for all associated costs will be the responsibility of the sponsoring organization.–

Marketing Advertising must be directed to eligible event attendees, or organization members only.

Event Occurrence The sponsor will select the day and time of the dance. There are no restrictions other than the availability of USU facilities.



Event Location	Category A dances may be held in the following locations: Fernandeno Room (SSU) Grand Salon/South Patio Northridge Center Pub Shoshone Room (SSU)
Doors Open	The dance may occur at any time during and/or after regular building hours.
Doors Close	The sponsor will select the time to have the doors close for dance access. The doors may remain open for the duration of the dance. In the event of heightened security concerns or overcrowding, the Department of Police Services has authority and may take steps to tighten security such as closing doors early.
Event Security	A minimum of two (2) CSUN Police Officers are required.
Payment	Full payment for all charges is due no later than two (2) weeks before the dance date. In the event that the event cost is less than the deposit (i.e. dance ends early, reduced service fees), the remaining money will be refunded to the organization. The organization is financially responsible for any additional and/or unforeseen expenses incurred as a result of the dance.

Category B Dance Parameters:

Capacity	*500 persons
Ticketing and Admission	Ticket sales or distribution must be conducted in advance of the dance through the AS Ticket Office, coordinated by USU RES. The ticket price may cover the estimated dance cost but not generate profit. The sponsoring organization may not conduct any ticket sales or distribution. Access to the dance will cease at 11:00 P.M. In the case that there is a line to enter the dance, the process to cut-off access to the line will be coordinated and initiated by the dance sponsor, USU, and Police

	Services personnel. Dance exit/reentry is not allowed.
Guest Wristbands	The use of wristbands is required. USU RES will supply the wristbands. Payment for all associated costs will be the responsibility of the sponsoring organization.
Marketing	Dance advertising may occur on campus <i>only</i> by way of flyers, Sundial advertising, the web page of the sponsoring and/or co-sponsoring organization(s) or the Matador Involvement Center web site <a href="http://www.csun.edu/GetInvolved">www.csun.edu/GetInvolved</a> . All advertising must include the following statement along with the language outlined in the General Dance Parameters: Must have a current CSUN ID One guest p/CSUN student w/current college ID Doors close at 11:00 P.M.
Event Occurrence	The sponsor will select the day and time of the dance. It must be the only event taking place within the facility, with the exception of the Plaza Del Sol Performance Hall.
Event Location	Category B dances may occur in the following locations: Grand Salon with South Patio
Doors Open	The sponsor will select the time that the doors will open for guests. It must be after all other scheduled events end.
Doors Close	The doors will close for dance access at 11:00 P.M. or when the dance reaches capacity; whichever comes first. In the event of heightened security concerns or overcrowding, the Department of Police Services has the authority and may take steps to tighten security such as closing doors early. See above <i>Ticketing and Admission</i> section for reference.
Event Security	Screening of all dance attendees including the organizers will be required through the use of metal detectors and bag searches.

A minimum of four (4) Police Officers are required.



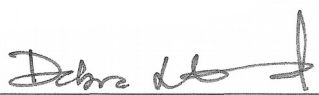
A minimum of four (4) contract security personnel are required to assist the police officers by screening dance attendees and securing the dance venue. Payment for all associated costs will be the responsibility of the sponsoring organization.

Payment

A fifty percent (50%) deposit is required two (2) weeks before the dance date. The remaining balance must be paid no later than two (2) business days after the dance date. All money collected at the door will be counted and verified by the USU event manager and the dance sponsor. All funds will be deposited in the USU safe at the completion of the dance. The sponsor must meet with the USU RES manager or designee and the USU cashier within two (2) business days after the dance date to pay the remaining balance for the dance cost. In the event that the event cost is less than the deposit (i.e. dance ends early, reduced service fees), the remaining money after the balance payment is made will be refunded to the organization. The organization is financially responsible any additional and/or unforeseen expenses incurred as a result of the dance.

*\* On the night of the dance, the capacity may be increased by a total of up to 50 more guests only, at the request of the sponsoring organization. The decision to increase capacity will be made by the Department of Police Services supervisor on duty in conjunction with the USU Event Manager. At no time shall the maximum occupancy capacity be exceeded, as recommended by the Fire Marshal. Maximum meeting room capacities are available at the USU RES office.*

- Procedure:
1. Persons interested in reserving space for a dance must submit a completed *Dance Reservation Application* at least one month prior to the dance date. Information on space availability may be given at this time however, a room hold will not be placed.
  2. The sponsor will meet with a USU RES representative to review the completed *Dance Reservation Application*. The category of the proposed dance will be determined at the meeting.
  3. If the dance is considered Category A, the sponsor may proceed to plan the dance via the standard reservation process. If the dance is considered Category B, an Event Coordinator will guide the reservation process.
  4. A tentative reservation will be made for the dance location.
  5. A Dance Planning Meeting will be held no later than twenty one (21) days before the dance date. The dance sponsor, the Department of Police Services, and USU RES manager or designee must be present. The following will be finalized and/or approved at the Dance Planning Meeting or the dance will be cancelled.
    - a. All marketing materials and methods – a sample flyer is required.
    - b. Dance logistics including but not limited to dance access, start and end times, room setup, personnel service orders, custodial needs, security personnel requirements, and the number of organization volunteers needed.
    - c. The times and locations for the pre-dance and post-dance meetings that are to occur on the day of the dance.
  6. At the pre-dance meeting, the presence of necessary dance sponsors, personnel and volunteers will be verified and a facility walk-thru will be conducted to document the state of the facility prior to the dance using the *Facility Checklist Form*.
  7. At the pre-dance meeting, the USU building manager will distribute two-way radios to the DPS supervisor, contract security supervisor, and the main event organizer to facilitate the flow of information and to expedite response where needed.
  8. At the post-dance meeting, a facility walk-thru will be conducted to document the state of the facility at the completion of the dance using the *Facility Checklist Form*. The sponsoring organization is responsible for the payment of additional cleanup fees and/or damages to the facility and equipment as a result of the dance.
  9. The USU RES manager or designee will conduct a follow-up meeting with the dance sponsor if there are issues or concerns as a result of the dance.

  
\_\_\_\_\_  
Debra L. Hammond

2/21/11  
\_\_\_\_\_  
Date