

UNIVERSITY OF MICHIGAN UNIVERSITY UNIONS & TROTTER HOUSE DANCE / PARTY POLICY

INTRODUCTION

Dances and parties, which take place in University facilities, are an important part of campus life because they offer the opportunity for members of the University community to socialize, discover, and celebrate together. Each person or group (whether sponsor, participant or invited guest) shares in the responsibility to ensure that these activities are well planned, enjoyable, safe, and reflective of the tradition of excellence associated with the University of Michigan. Any person, behavior, or action, which contradicts or violates our shared values of community will not be tolerated.

GENERAL INFORMATION

These guidelines do not supersede other University policies, Regents' Ordinances, the Michigan Constitution, and/or laws of the United States of America. This policy complies with all U-M nondiscrimination policies.

Definition

- An activity or event is generally considered to be a dance or party if it includes all of the following:
- the use of music,
- a primarily (more than 50%) open room,
- active, non-seated attendees,
- expected attendance of more than 125, with at least 2/3 of the attendees being students, and the scheduled end time for the event is later than 11 p.m.

Presentations, performances, concerts, dinners, receptions or other special events do not generally fall under all or part of these guidelines. Some circumstances, however, may require that these types of functions be held to the provisions of this policy, as designated by the hosting facility. If an activity or event is expected to attract over 600 attendees, the University reserves the right to implement special requirements or conditions not specifically outlined in these guidelines.

Dances/parties may be held on Fridays and Saturdays during Fall and Winter semesters excluding study and exam days. Any other requests must be submitted in writing to the Dean of Students or designee 45 days prior to the event. Requests will receive a written response within ten (10) business days.

Applicable Areas

These guidelines apply to the University Unions facilities including the Michigan Union, the Michigan League, and Pierpont Commons, as well as the William Monroe Trotter House.

Eligible Users for Social Events

Dances or parties may be scheduled by (a) student organizations, which are registered with MSA (b) faculty and staff organizations (c) Regentally authorized organizations (d) University departments and units (e) organizations officially recognized by the University such as MSA, UAC, and WCBN.

ATTENDANCE

UM Community

All UM students, faculty, staff, and alumni are eligible to attend dances and parties.

Invited Guests

Admittance of non-University of Michigan community members to dances/parties is at the discretion of the sponsoring organization. There may be situations in which the University will restrict the attendance of an event (e.g. Welcome Week is for UM affiliates only). Sponsoring organizations are responsible for the conduct of their members and guests at an event. This responsibility extends to the areas immediately

surrounding the event location both during and after an event. Sponsoring organizations must abide by the hosting facility's access policies.

EVENT PLANNING

Events must be scheduled by the sponsoring organization no less than 28 days prior to the activity. Events may not conflict with other scheduled areas, ongoing classes, business, or other programs. Events cannot be scheduled on home football game weekends unless specifically approved by the facility and the sponsoring organization abides by the alternative security policy. (See Appendix A). The Dance/Party Policy Exception Committee must approve all exceptions to this policy.

Event Coordinator

At the time of scheduling, the sponsoring organization must designate a representative to be their Event Coordinator. Throughout the event planning process, this person will be the primary liaison between the sponsoring organization, the facility management, the Michigan Union Ticket Office (MUTO), and the Department of Public Safety (DPS).

Pre-Event Meeting

In order to confirm and ensure the successful implementation of all events, the Event Coordinator will participate in a Pre-Event Meeting (PEM) along with representatives from the facility management, MUTO, and DPS. The PEM will take place no less than fourteen (14) days prior to the scheduled event and notification of the meeting must be made to all parties no less than seven (7) days prior to the meeting. Failure to schedule or attend a PEM not less than 14 days before of the event will result in a \$50 fee and possibly additional penalties, up to and including cancellation of the entire event. The PEM may be (re) scheduled at the discretion of the sponsoring facility in the remaining time with the possible forfeiture of MUTO's labor service.

Kick-Off Meeting

On the day of the scheduled event, at approximately fifteen minutes (15) minutes prior to the start time of the event, the Event Coordinator and other select members of the sponsoring organization, along with representatives from the facility management, MUTO, and DPS, will meet again to review the Pre-Event Checklist and confirm roles, expectations, and responsibilities of all parties involved. This is an opportunity to address any final questions or concerns regarding any of the procedures outlined in prior discussions.

CAPACITY

In order to ensure that attendance remains within safe and legal limits, the capacity of all events will be closely maintained by a compulsory capacity control (e.g. ticketing, wristbands, etc) and attendance identification procedure.

Ticketing

- All persons attending an event (whether free of charge or by admission) must be ticketed. All tickets to be sold and/or distributed for events will be provided by MUTO. A ticket set up form must be completed and returned to MUTO no less than four (4) days prior to the date the tickets will begin to be sold or distributed.
- Requests for ticketing exceptions must be made at the pre-event meeting
- Organizations may request that MUTO sell or distribute tickets for them with special requirements (i.e. members only, UM students only, etc.).
- All proceeds from the sale of tickets will be deposited directly in the sponsoring organization's University or SOAS Account. Sponsoring organizations are reminded that all financial activity, including the control of funds relating to dances and parties, is strictly governed by the rules and procedures outlined in the SOAS Handbook.
- Organizations may request that MUTO release some or all of the tickets to them for sale or distribution. These tickets will be considered consignment tickets. Consignment tickets and/or the money that was received from the sale must be submitted to MUTO on the day of the event, no later than 1 hour prior to the normal closing time of MUTO.

- Failure to meet these requirements will result in the loss of those tickets for later sale during the event and may cause a delay of the event funds being transferred to the sponsoring organization's SOAS account.
- Assuming approval by facility management, some circumstances may require that the tickets be sold at the door during the time of the event. These sales will be supervised by MUTO in consultation with the sponsoring organizations, the facility management, and DPS.
- MUTO will stay open until 30 minutes (15 minutes at Michigan Union events) prior to the scheduled end time or until the event sells out, whichever is first.

Attendance Identification

In order to ensure that attendance remains within legal limits, entry into an event must be accompanied by some means of non-transferable attendance identification. Specific means of attendance identification will be determined and facilitated by the sponsoring organizations, MUTO, the facility management and DPS.

SAFETY AND SECURITY

In an effort to ensure the safety of all members of the University community and their guests while attending dances or parties, all events will have specific measures in place intended to maintain a secure, comfortable, and enjoyable environment. All safety measures will be coordinated and provided by a combination of event hosts, facility management, and assigned DPS personnel.

Event Hosts

In keeping with the need for shared responsibility, events hosts will be expected to assist in the entry and exit of attendees, monitor the corridors and halls in the immediate vicinity of the event room, identify any disruptive or inappropriate behavior, and (with support from the facility management and DPS) take the lead role in the execution of a successful event.

Department of Public Safety

DPS officers will be expected to work in conjunction with event hosts and facility management to ensure compliance with event safety and security guidelines as agreed to at the PEM.

- At the PEM, DPS will identify the estimated number of officers to be assigned to the event. This number will generally be based on one officer for every 125 persons. DPS may adjust the level of officers (up or down) according to information presented by the sponsoring organization and other factors like past history of similar events, competing activities at the same location, etc.
- Sponsoring organizations will be assessed subsidized costs for security provided by DPS.

CONDITIONS FOR USE

The University reserves the right and responsibility to control access to, and use of, its property. Nothing in these guidelines grants any right or permit to use University of Michigan property except as may exist under federal and state law. The University reserves the right to modify or deny a request from a sponsoring organization at any time including but not limited to the following reasons:

- Total capacity limits of facilities, which may be exceeded, with the inclusion of an additional event.
- Limitation upon the sponsoring organization as a result of penalties under this policy.
- Conflicts or potential conflicts with other scheduled areas, other programs, or ongoing business.
- Inadequate security coverage available due to other DPS staff commitments. (i.e. home football weekends, other special event or traditions weekends etcetera.)

It is expected that all parties involved will give thoughtful attention to proper event planning and agree to take all necessary steps before, during, and after an activity to ensure the event's success. Failure to comply with specific provisions as outlined in these guidelines may result in a range of penalties for the sponsoring organization and/or University departments and units. Penalties might include official reprimand, financial repayment of damages, and suspended use of specific University facilities.

CONFLICT MEDIATION AND RESOLUTION

Post Event Meeting

If the sponsoring organization, the facility management, MUTO, and/or DPS feels that some portion of these guidelines have been violated or that another party has not properly upheld their duties, then they may seek recourse by calling a Post Event Meeting (POEM). The purpose of a *POEM* is to allow all parties involved to make their case regarding a dispute and to establish a mutually agreeable solution. A request for a POEM must occur within three (3) business days following the event in question.

Appeals

In the event the POEM does not establish a mutually agreeable solution, any party attending the POEM may request an appeal through the Dean of Students. Requests for appeal must be made in writing within five (5) days of the POEM. The Dean of Students or a selected designate will make final appeal decisions. A written response will be available within ten (10) business days of the appeal.

These guidelines will be reviewed at a minimum of every three years under the auspices of the Office of the Dean of Students.

Approved, Dean of Students

4/9/03

Date

Reviewed and proposed by the Policy Review Committee:

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Appendix A

University Unions Alternative Advisor Supervision for Student Dances/Parties

Issue: There are times throughout the year that student organization events cannot be staffed by the Department of Public Safety due to the unavailability of officers. Based on our experience with the organization and supervision of the student organization events on campus, the following ALTERNATIVE PROCEDURES are being suggested in order to allow student organizations to carry out their events when appropriate DPS staffing is not available.

A. The facility representative in which the event is to take place must follow the University of Michigan Dance/Party Policy including submitting a Special Assignment Form to DPS.

1. If DPS approves staffing the event, the normal course of action will follow.
2. If DPS cannot staff the event, the following ALTERNATIVE PROCEDURES may go into effect.

B. The event must meet the following to be considered for the ALTERNATIVE PROCEDURES:

1. Maximum attendance must be 300 or less attendees.
2. Alcohol will not be served.
3. The event must be reviewed by the Associate Dean for Student Affairs, staff representative from the Student Activities and Leadership Office and the director of the facility in which the event will take place in order give the event further consideration for the application of this procedure.
4. The student organization must solicit a faculty or staff member(s) with a regular University appointment to serve as on-site sponsor(s) for the event. There must be one sponsor for each 100 attendees or fraction there of. Sponsor(s) must be available for the pre-event meeting, kick-off meeting and during the duration of the event. In addition, the sponsor(s) must be available to attend a post-event meeting, if one is necessary. Sponsors must be confirmed in writing at least three weeks prior to the scheduled event.
5. All other appropriate procedures associated with the University of Michigan Dance/Party Policies must be adhered to including, but not limited to, ticketing and crowd management procedures, student organization hosting responsibilities and appropriate participation of University staff and departments in support of dances/parties.
6. The director of the facility in which the event will take place will have the final approval of the event based on all issues being adequately covered and confidence that the safety of the attendees, staff and facility will be met.

C/AASFSDP