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Partners and Charges

To develop and implement effective dance guidelines, representatives from the Office of the President, the Division of Student Affairs, Business and Finance, Registered Student Organizations, the Department of Public Safety and other group(s) that may have an interest in serving will collaborate in developing, implementing and maintaining the WMU Ball and Dance Guidelines.

The Vice President of Student affairs, or his/her appointee, shall have the charge of coordinating the dance guidelines process. This shall include a dance committee comprised of representatives from the following areas: Office of the President, the Division of Student Affairs, Business and Finance, Registered Student Organizations, the Department of Public Safety and other group(s) that may have an interest in serving. This area will also compile a list of potential advocates.

University Recreation and the Bernhard Center are charged to carry out the WMU Ball and Dance guidelines in a fair and equitable manner and to report any violations to the appropriate areas.

Student Activities and Leadership Programs is charged with assisting the departments in the adjudication process should a violation occur.

Registered Student Organizations and other groups are charged to understand and follow the WMU Ball and Dance guidelines and to report any violations to the appropriate areas.

Definitions

WMU Ball and Dance Guidelines - These guidelines have been established to provide Registered Student Organizations (RSO’s), University departments and other organizations with the information they need in order to plan and implement positive, successful balls and dances on the campus of Western Michigan University. All departments and other entities that sponsor dances for students are governed by these guidelines.

Balls - Balls are defined as semi-formal or formal annual events and are typically held at the Bernhard Center. These events are usually not fund-raisers for the organizations, but rather formal, thank-you celebrations in honor of organization members, families and friends. Attendance may be closed, by invite only, or open to those requesting admittance.

Dances - Dances are defined as social and recreational opportunities for students and their guests, where music is provided and dancing occurs. Typically, a DJ or band provides the music. Dress is usually casual. Dances in the Residence Hall Dining Service Cafeterias are not viewed as fund-raisers, but rather as social/recreational activities for residence hall students and their guests. Dances at the Student Recreation Center are usually viewed by student organizations as a fund-raising opportunity for their respective organizations.
**University Sponsored Dances** – These dances are hosted by organizations within the University community.

**Reserved Dates**
Three dates per year are unavailable for general rental at the Student Recreation Center. Those weekends are the first Saturday of Fall semester, the first Saturday of Spring semester and Homecoming Weekend. Dates reserved for the Bernhard Center are Homecoming weekend, two weekends in February for the Medallion Scholars Competition and WMU Preview in March.

**Balls and Dances**
Specific reservation guidelines are available at the Bernhard Center or Student Recreation Center. Every attempt will be made by the individual departments to follow the dance guidelines for balls where applicable.

**Dances**

**Fees**

*WMU Public Safety*

Upon receipt of charges, the Registered Student Organization (RSO) will pay all officer charges. A minimum of two patrol officers must be hired by the RSO to serve as security at the dance from 9:00 pm until 2:30 am or until such a time as the premises are vacated, whichever is later. *(NOTE: WMU Public Safety, in cooperation with the facility and RSO, reserves the right to request additional officers depending on various issues surrounding the planned event.)*

*Custodial Services – University Recreation*

A maximum of two custodians will be scheduled for any dance held in the Student Recreation Center. The cost per custodian is approximately $35.00 - $37.00 an hour. University Recreation will schedule custodial staff.

**University Recreation Rental Rates**

Sponsored dances will be scheduled from 10:00 pm until 2:00 am. Set up will be from 9:00 pm to 10:00 pm. Tear down and clean up will be from 2:00 am – 3:00 am. The charge for this space will be the current affiliate rate (currently $44 per hour) for the indoor tennis area, plus UR staff (currently $12 per hour per person) and patch panel charges (currently $250). UR will not charge for space during set-up and tear down, however UR staff costs will be charged to the group. Any damages or additional charges incurred will be billed to the organization.
Bernhard Center Rental Rates

Sponsored dances will be scheduled Friday and Saturday night from 10:00 pm until 2:00 am. Set up will be from 9:00 pm to 10:00 pm. Tear down and clean up will be from 2:00 am – 3:00 am. Charges for space at the Bernhard Center will be as follows:

- North Ballroom: $525
- South Ballroom: $525
- East Ballroom: $650
- West Suites: $430

Prices include dance floor. Any damages or additional charges incurred will be billed to the organization. An hourly charge will be assessed if the premises are not completely vacated by 3:00 AM. This charge will be $12.00 per hour.

Reservation Procedures

To reserve the Student Recreation Center:
Groups should contact the Manager of Business Operations at 387-3805 for any rental request. Rental requests should be communicated as soon as possible, with a minimum of 15-business days notice. Contract must be signed 15 business days prior to the requested event.

To reserve the Bernhard Center:
Groups will need to call the Bernhard Center at 387-4860 for any rental request. Rental requests should be communicated as soon as possible, with a minimum of 10-business days notice. Contracts must be signed 10 business days prior to the requested event. All food and beverage must be purchased through Catering Services, at 387-4868.

1. Space is not secured until a rental agreement contract has been signed. Deposits for balls or dances will be $100.00. Deposits must be paid by the group when signing the rental agreement contract.

2. At the time of rental agreement contract signing, arrangements will be made by University Recreation for custodial needs and will be included in the rental agreement. If the event is contracted with less than 15 business days notice, the contract will state the hourly rate, and the estimated charges.

Set-up and tear down will be included in rental fees for the Bernhard Center.

3. At the time of rental agreement contract signing, arrangements will also be made for a pre-meeting, day of meeting and post-meeting between University Recreation or Bernhard Center, the Department of Public Safety and the Registered Student Organization. Failure to attend any scheduled meeting may result in cancellation of the dance or event or suspension of future facility use.

At the time of booking, WMU Department of Public Safety (DPS) will be notified of the event. DPS (in cooperation with the facility and RSO) will assess the security needs for the event and will communicate that assessment to the facility.
administrator. A minimum number of officers will be assigned to the event and the charges will be incurred by the Registered Student Organization.

4. The organization will collect and account for all dance revenue. A Public Safety Officer will escort a representative from the organization and a UR or BC employee to the UR or BC safe in the main office of the SRC or Bernhard Center each hour. There will not be a key to the safe on site.

5. A final count of dance revenue should be completed at the conclusion of the post-event meeting. The post-event meeting should be held within 5 business days of the event.

6. If any of the aforementioned guidelines are not followed, the event in question may be canceled.

Event Check-Lists

Pre-Event Meeting
A mandatory pre-event meeting with the University Recreation or Bernhard Center Staff, sponsoring organization/group, Department of Public Safety and Custodial Services will be held within five (5) days of the event. (Catering requests for food and beverage must be made 30 days prior to the function). This meeting will be held to discuss roles and responsibilities and to review logistics including:

- Facility Space Being Used
- Enter/Exit Doors Arrangements#
- Identify Student Marshals
- Identify Dance Coordinator
- Set-up Time and End Time of Event
- Equipment Being Used (Tables, Chairs, Staging, Metal Detectors, etc.)
- Lighting Needs*
- Food & Beverage (if applicable)
- Decorations
- Staff Coverage
- Charges
- Alcohol Policy
- Crowd Control
- Guest

# Enter/Exit Doors: Will be arranged during walk-through of facility during pre-meeting.

* Lighting Needs: During the event, some lights cannot be turned off completely, but will be dimmed to the lowest level. Room lights will be turned up 15 minutes prior to the end of the event.
NOTE: The Bernhard Center and University Recreation reserves the right to make any facility modifications they deem necessary in holding a ball and/or dance.

**Event Day Meeting**

On the day of the scheduled event, at approximately thirty (30) minutes prior to the start of the event, a meeting of University Recreation or Bernhard Center staff, select members of sponsoring organization/group, Department of Public Safety and Custodial Services will be held to review the pre-event meeting notes and confirm roles and responsibilities of all those involved.

**Guests/Check-In Procedures**

The set-up for check-in at the events includes the use of semi-permanent barriers that will be used to divide the entry/exit areas. Check-in includes the following stations:

- Metal detectors
- Identification check for WMU students and others *(Required by all at the door)*
- Money collection

All WMU students may present a WMU ID to gain entrance. If a student does not have a WMU ID, they will be required to show a valid driver’s license. All non-WMU students will be required to show a valid driver’s license.

No one under the age of 17 shall be admitted. *(Exception: a 17-year-old WMU student with a valid WMU student ID.)*

The check-in procedures should go as followed:

- WMU students (with a valid college ID) will not have to sign in.
- All guests must have a WMU student to sign them in.
- The sign in sheet must have (1) the name of the WMU student, (2) the name of the guest, and (3) date of birth.
- Guests should be signed in by the volunteer working at the table, not the WMU student and/or guest.

Anyone leaving the party at any time will not be readmitted. If anyone leaves, they will have to follow the same procedures as someone entering for the first time by waiting in line, showing proper identification and paying for admittance. No one will be stamped for re-admittance.

**Security Issues**

Each sponsoring organization/group shall adhere to the following guidelines related to security and good communication:

- The sponsoring organization/group will assign four (4) student marshals to assist in monitoring the facility inside and outside. Two (2) student marshals will be assigned inside the facility and two (2) student marshals will be
assigned outside of the facility. Some dances may require more or less marshals.
- The University Recreation Staff will be assigned to the bathrooms and dance area.
- The sponsoring organization/group will assign one (1) person to serve as the Dance Coordinator. This person will communicate closely with the Department of Public Safety and the University Recreation or Bernhard Center Staff.
- The dance coordinator, University Recreation or Bernhard Center Staff, Department of Public Safety and Custodial Services will all have radios on the same frequency to help maintain constant communication throughout the event.

Roles and Responsibilities
The sponsoring organization/group, University Recreation or Bernhard Center staff, and Department of Public Safety will work together to ensure the safety of all members of the University community and their guests while attending the events. The following are roles and responsibilities each will play to have a successful event.

A. Sponsoring Organization/Group
- Verify WMU ID or driver’s license (Including Check-In Procedures)
- Collect and deposit funds
- Monitor behavior inside/outside of event (student marshals)
- Monitor number of people entering the event
- Assess capacity with DPS throughout the event
- Assist in clearing the building after the event is completed
- Assist in cleaning-up building after the event is completed
- Maintain constant communication with University Recreation or Bernhard Center Staff and Department of Public Safety

B. University Recreation or Bernhard Center Staff
- Open/Close Student Recreation Center or Bernhard Center
- Set-up of event (equipment needed)
- Monitor bathrooms (with help from custodial services)
- Monitor behavior inside/outside of event (student marshals)
- Monitor number of people entering the event
- Assess capacity with DPS throughout the event
- Assist in clearing the building after the event is completed
- Assist in cleaning-up building after the event is completed
- Maintain constant communication with Dance Coordinator, Department of Public Safety and custodial services

C. Department of Public Safety
- Assist sponsoring organization/group in protection of funds
- Monitor and enforcement of screening of individuals at metal detectors
- Check contents of all bags
- Assess capacity with the RSO throughout the event
- Confront and/or respond to individuals discovered to have weapons and other contrabands
- Monitor behavior inside/outside of event
- Assist in clearing the building after the event is completed
- Disperse the crowd following the event and monitor behavior on the streets
- Arrange for back up of police at the conclusion of event and other times if needed.
- Maintain constant communication with Dance Coordinator and University Recreation or Bernhard Center Staff.

D. Student Activities and Leadership Programs
- Verify organization is an active, RSO.
- Assist in the distribution of the Ball and Dance Guidelines to RSO’s on the web and via other means.
- Assist in providing a forum to provide training to student leaders on the Ball and Dance Guidelines and other polices and procedures.
- Administer hearings as necessary when RSO’s are charged with violating any aspect of the dance policy.

End of Event
At the conclusion of the event, the dance coordinator and University Recreation or Bernhard Center Staff will do a walk-through of the building to access its condition. Any damage to the facility or requested equipment will be charged to the sponsoring organization/group. The sponsoring organization/group is responsible for the actions of its guest.

Post Event Meeting
A mandatory post event meeting with the University Recreation or Bernhard Center Staff, sponsoring organization/group, Department of Public Safety and Custodial Services will be held within 5 business days after the event. If there is any indication of a policy violation prior to the meeting, a SALP representative will also attend the meeting. This meeting will be held to review roles and responsibilities and logistics related to the event. This could include all topics discussed in the pre-meeting and/or issues that arose during the event.
Ball & Dance Guidelines: Checklist
Fall 2004 – Spring 2005

• Location of Ball or Dance
  □ Bernhard Center
  □ Student Recreation Center

• Reservation Procedures (Rental Request)
  □ Contacted Bernhard Center (387-4860) at least 10 business days prior to event.
  □ Contacted Student Rec. Center (387-3805) at least 15 business days prior to event.

• Rental Agreement:
  □ Signed rental agreement contract at least 10 business days (Bernhard Center) and 15 business days (University Recreation) prior to event.
  □ Pay 100.00 deposit for Ball/Dance Reservation.

• Dates and Times For:
  □ Pre-Meeting
    (University Recreation or Bernhard Center, DPS & Student Organization)
  □ Post-Meeting
    (University Recreation or Bernhard Center, DPS & Student Organization)

• Discussed roles and responsibilities and reviewed the following logistics
  □ Facility Space Being Used (Walkthrough)
  □ Enter/Exit Doors Arrangements
  □ Set-up Time and End Time of Event
  □ Equipment Being Used (Tables, Chairs, Staging, Metal Detectors, Radios, etc.)
  □ Lighting Needs
  □ Food & Beverage (if applicable)
  □ Decorations (if applicable)
  □ Staff Coverage
  □ Alcohol Policy
  □ Space Capacity
  □ Crowd Control
  □ Guest Policy/Check-In Procedures