Ball and Dance Guidelines
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Western Michigan University
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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. Any organization seeking to host a University-Sponsored Dance must have an established on-campus organization account. University-sponsored dances may receive a subsidy from the current security fund as outlined in the guidelines.

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 Winter 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
WMU Public Safety charges must be paid by 12 noon the Wednesday of the week before the dance date (i.e., 10 days before the date) at University Recreation or Bernhard Center. 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 reserves the right to request additional officers depending on various issues surrounding the planned event.) No exceptions will be made to this deadline.

Custodial Services
If the event is contracted with at least 10 business days advance notice, University Recreation will notify the correct parties to have custodial staff schedules altered for the event. If there is less than 10 business days notice, the group may be responsible for any custodial charges.

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 tennis area, plus UR staff (currently $12 per hour per person) and patch panel charges (currently $200). UR will not charge for space during set-up and tear down, however UR staff costs will be charged to the group. Please contact the University Recreation office for current rates. Any damages or additional charges incurred will be billed to the organization. Rates will be subject to change and should be communicated at the yearly revision meeting.
Example: A normal dance will be scheduled from 9:00 pm until 3:00 am, including clean up and set-up. The charge for space would be $176.00. If a patch panel were needed for a DJ or special lighting or sound systems, there would be an additional $200 charge. A normal dance will also require one UR student supervisor at $12.00 per hour, for the entire time of 9:00 pm – 3:00 am, which in this example would equate to $72.00. Two UR associate staff at $12.00 per hour are also needed from 9:30 pm – 3:00 am, which in this example would equate to $132.00. The total charge for University Recreation would equal $580.00.

**Bernhard Center Rental Rates**

Sponsored dances will be scheduled Friday and Saturday night from 10:00pm until 2:00 am. Set up will be from 9:00pm to 10:00pm. 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: $475
- South Ballroom: $450
- East Ballroom: $600
- West Suites: $400

Prices includes 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 3:00AM. This charge will be $12.00 per hour.

**Dance Security Fund Subsidy**

To be eligible for the dance security fund subsidy, any University organization must:

- Be holding a University sponsored dance
- Pay for the event using an on-campus account
- Attend all pre and post event meetings
- Deposit funds into the University Recreation or Bernhard Center safe every hour throughout the event
- Follow all other WMU, UR and BC policies and procedures

The student organization is responsible for paying the cost of the first two security officers. After the event has reached $750 in dance revenue, the organization will be expected to reimburse the security fund. The amount to be reimbursed shall be 50% of the dance revenue until security costs are reimbursed in full. University Recreation or Bernhard Center will determine any allowed subsidy at the post-event meeting.

**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 two weeks notice. Contract must be signed 10 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 requests. Rental requests should be communicated as soon as possible, with a minimum of two weeks 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 and funds verified through the Financial Analyst, DOSA. Deposits for balls or dances will be $100.00. Deposits must be paid by the group when signing the rental agreement contract. The group must pay by University funds transfer, with the funds being verified at signing of the contract by the DOSA financial analyst.
   - University Recreation or Bernhard Center will bill for all remaining charges within 3 business days after the post-meeting takes place.
   - The Bernhard Center will require fees in full prior to the event.

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 10 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. The DPS 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. An RSO representative will transport the funds (dance revenue)
from the safe and be escorted via Public Safety to cashiering where the funds are to be deposited into the organization’s on-campus account.

6. Any payment for services must be processed before or after the event has been completed. No cash payments for services can be processed from the gate receipts. Organizations should consult the independent contract questionnaire (see Budget Analyst, 2313 Faunce Student Services) as a better way of processing payments for services rendered. Failure to comply with this will result in suspension of facility use and exclusion from the dance security fund subsidy.

7. 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.
**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.)*

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
- 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.
- Work with the Student Affairs Financial Advisor to verify adequate funds exist in the RSO’s account to cover dance rental fees.
- 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 three (3) 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

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

• Reservation Procedures (Rental Request)
  - Contacted Bernhard Center (387-4860) at least two (2) weeks prior to event.
  - Contacted Student Rec. Center (387-3805) at least two (2) weeks prior to event.

• Rental Agreement:
  - Signed rental agreement contract at least 10 days prior to event.
  - Funds verified through Financial Analyst at DOSA ($100.00 deposit)

• 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