



# *University of Missouri - Kansas City*

## *Student Life Office*

### *Policy Statement*

## **STUDENT ORGANIZATION DANCE/ SOCIAL EVENT POLICY**

The University of Missouri-Kansas City has the responsibility to maintain a safe and secure environment for the campus community in all of its facilities. The following policies have been adopted to insure equitable treatment and a safe, secure environment among student groups who wish to host a dance/social event on the UMKC campus.

### **Eligibility**

1. Only UMKC student organizations who have been fully recognized by the Student Government Association and have on file a current constitution and by-laws are eligible to host a dance.
2. An up-to-date officers' listing must be on file in the Student Life Office.

### **Definition of UMKC Student Organization Dance/Social Event**

1. Any event in which individuals are actively involved and participating in such functions constitutes a dance/social event. This includes, but is not limited to all types of dances, concerts, social gatherings, ect.
2. A non-social event is defined as having a non-participating audience. Examples of a non-social event would include lectures and speakers, talent shows, and fine arts performances.

### **Reservation Process**

1. Reservation for Pierson Auditorium or the Playhouse must be completed 15 working days in advance with University Center Reservationist, 235-1416.
2. For Pierson Auditorium, UMKC student organizations may only request the facility once in any one semester for a social event/dance. Every effort will be made to accommodate the requests of all organizations for that space.
3. Names of marshals will be listed on the room reservation form at the time of submission. Locations are not considered reserved until fully completed forms are submitted by the deadline date. One marshal per 50 people, or four student marshals, whichever number is higher, is required.
4. All charges for room rentals and university supervisory personnel must be paid in advance to the conference assistant by check or IDO.

### **Social Events/Dance Procedures**

1. Advertising
  - a. No advertising (posters, fliers, radio, etc.) may be placed off-campus.
  - b. On-campus advertising shall indicate sponsoring organization and the phrase "UMKC students must show **their valid student ID**".
2. Participants
  - a. Currently enrolled UMKC students are allowed at UMKC social events/dances by showing their University picture ID. A currently enrolled UMKC student is allowed only one non-UMKC student/guest at each social event.
  - b. Guests must be accompanied by their UMKC host/hostess upon entering the social event/dance and the guest must sign in on a guest log entering their name and their host's name.
  - c. UMKC students are responsible for their guest' behavior.
3. The permanent card of "Social Events Rules" shall be posted on an outside door and at the check-in table listing the following information:
  - a. Please present your UMKC ID.
  - b. Only one guest per UMKC student is allowed.
  - c. Disruptive behavior is not tolerated.
  - d. Alcohol, controlled substances, and weapons are not allowed.
4. Staffing
  - a. Social Event Assistant(s)

- (1) The assistant(s) will be hired by the Student Life Office. A minimum of one assistant is required. The Student Life Office with the UMKC police will determine if additional assistants are necessary. Groups hosting the social events may be asked to assist in the recruitment and selection of assistants. Graduate and professional students will be given first consideration.
- (2) The social event assistant(s) will arrive one-half hour prior to the beginning of the event; s/he will meet with the student organization marshals and the University Center night manager to review the plans for the evening.
- (3) The social event assistant(s) will be assigned to the check-in area to check ID's and keep the log of all non-UMKC students/guests. This log will be turned into the Student Life Office. A copy will be made available to the sponsoring organization.
- (4) At the conclusion of the event, the social event assistant(s) shall assist in the clearing of the area, the University Center, and University parking lots.
- (5) The social event assistant(s) will wear an identifying badge or name tag.
- (6) The social event assistant(s) will have the authority to make an immediate decision when a difficult situation arises.

b. Student Organization Marshals

- (1) Marshals must be currently enrolled UMKC students and preferably members of the sponsoring organization.
- (2) There will be one marshal per 50 people anticipated or a minimum of four marshals.
- (3) Student marshals will arrive one-half hour prior to the beginning of the event to review procedures with the social event assistant(s) and the night manager.
- (4) Marshals will wear an identifying badge or name tag.
- (5) Marshals will ask students and guests who have alcohol and/or controlled substances to dispose of such or to leave the event.
- (6) Marshals will assist in the smooth operation of the event.
- (7) Marshals will show initiative to make sure that all rules are complied with prior to admittance, during, and immediately following the event.
- (8) When a problem occurs, the marshals are expected to be the first to handle the situation and/or to request the assistance of the event assistant(s), the night manager, the UMKC Police, and/or a staff member of the Student Life Office.
- (9) It is the responsibility of the sponsoring group of the event to provide safe procedures for the collection and deposit of any admission fees.
- (10) Marshals will assist the crowd exiting the area through the nearest exits.

c. Student Organization Advisor

- (1) Your own university and/or community advisor are strongly urged to be present and to assist in a smooth, orderly event.

d. Use of UMKC Police Officers

- (1) The Student Life Office, the Police Department, and the leadership of the student organization will confer to determine the necessity of using campus police at the event. The cost will be borne by the sponsoring organization.

e. Costs

- (1) Rental of Pierson Auditorium is \$25 when admission is charged
- (2) Cost of the social event assistant(s) is \$6/hour for each assistant, for a minimum of five hours. If additional assistants are required, these costs will increase.
- (3) UMKC off-duty police officers will be paid at the individual officer's overtime rate. (Cost will vary from \$60 to \$100 for a 3-hour minimum.)
- (4) Organizations are encouraged to build these costs into their SGA budget requests.
- (5) Costs may be charged to University accounts, or paid in advance if there is no University account.

g. Compliance

- (1) Failure to comply with any of these rules may result in:
  - a. the social event/dance being canceled; 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.