

Student Organization: \_\_\_\_\_  
Event Location/Date: \_\_\_\_\_  
Person Responsible: \_\_\_\_\_  
Student ID#: \_\_\_\_\_

# Dance/Concert Policy

## *Twin Cities Student Unions*

### **Preamble:**

The Twin Cities Student Unions (TCSU) at the University of Minnesota (U of MN) provides facilities to accommodate events including Dance/Concert events. These events must be either sponsored by registered student organization or sponsored by a University department as specified in A2 below. Dance/Concert events as defined by this policy are not allowed if sponsored by a non-university guest. This policy is predicated on the reality that events open to the public present a measure of risk for those in attendance.

This policy applies to Dance/Concerts that are open to the public, as well as those events that qualify as closed to the public. Dance/Concert events may only be scheduled in St Paul Student Center's North Star Ballroom, Coffman Union's Great Hall and Whole. This policy does not apply to wedding receptions. The following definitions are offered to define events that fall into these categories:

1. A "Dance" is an event where dancing is the primary focus of the event.
2. A "Dance/Concert" is an event where dancing is an integral part of watching of the entertainment.
3. An "Open" event is defined as an event that the general public is invited to attend and for which there is no comprehensive guest list requirement.
4. A "Closed" event is defined as an event that has a comprehensive guest list or RSVP list provided by the sponsor and no marketing or ticket pre-sale will occur.
5. In the case of a "Closed" event, no exceptions or additions will be permitted to the guest list or RSVP list at the time of the event.

**\*\*\*Requested use of TCSU facilities for a Dance/Concert must meet the following regulations and agree to the following terms:**

**I. Dance/Concert Sponsors**

A. Student Organizations

1. Only registered student organizations and their approved officers may sponsor a Dance/Concert event in TCSU facilities.
2. The sponsoring organization must make the initial reservation, be involved with the event planning, and be present at the event.

B. University Departments

1. University departments co-sponsoring a Dance/Concert event with student organizations will be held to the policy under section I-A.
2. University departments sponsoring a Dance/Concert event designed for students as the primary participants will be held to this policy under section I-A.
3. University departments sponsoring a Dance/Concert event other than described in sections I-B-1 and I-B-2 must obtain an exemption from the Events & Conferences Director.

**II. Open Dance/Concert Events**

A. Definition: “Open” events are events which are intended to be available to all interested persons complying with the admittance policy.

B. Besides paying the admittance fee, if any, an individual may only gain entry to an “Open” event as follows:

1. *Identification.* All persons attending the event, without exception, must show a valid picture ID and be 18 years of age or older (a current U of MN ID card is acceptable).
2. *Metal Detector.* All persons attending the event, without exception, must comply with a metal detector search. All bags will also be searched before admission will be granted.

**III. Closed Dance/Concert Events**

A. Definition: “Closed” events are events which are intended to be available to a specific group of participants, clearly stated in an RSVP or official invite list.

B. The sponsoring organization will provide a typed alphabetical list of individuals invited to attend. This list must be submitted before the end of the business hours on the date of the event (note: groups having Saturday or Sunday events must submit the guest list before the end of business hours on the Friday before the event).

- C. Besides paying the admittance fee, if any, an individual may only gain entry to a “Closed” event as follows:
1. *Identification.* All persons attending the event, without exception, must show a valid picture ID and be 18 years of age or older (a current U of MN ID card is acceptable).
  2. *RSVP List.* Each individual must be on the official invite list.
  3. *Metal Detector.* All persons attending the event, without exception, must comply with a metal detector search. All bags will also be searched before admission will be granted.
- D. Unannounced guests can not be accommodated at “Closed” events as defined in this policy. All participants of the event must be included in the sponsoring organization’s invite list.

#### **IV. Publicity/Ticket Pre-sale**

- A. “Open” Dance/Concerts are the only types of events under this policy that can accommodate ticket pre-sale or publicity.
- B. The sponsoring organization will submit all publicity and potential pre-sale tickets for review by TCSU staff prior to its printing or distribution. At a minimum, submissions should be made 10 days before the event. The TCSU review will be limited to information related to the Dance/Concert policy.
- C. The sponsoring organization’s name must be included in all public notice of the event (including print media, broadcast, etc.).
- D. The following statement regarding the admittance policy for “Open” Dance/Concert events must be included on ALL pre-sale tickets and publicity (posters, radio ads, etc.)

**“18+ with valid picture ID or U of MN UCard required for entry”**

- E. All publicity must comply with the U of MN Equal Opportunity Statement: “The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.”
- F. Sponsoring organizations are encouraged to provide publicity in alternative formats.

## **V. Security and Event Support**

- A. All Dance/Concert events under this policy must provide the following security and event support.
1. All individuals entering a Dance/Concert event must be willing to submit to having their ID checked. A TCSU employee(s) in the role of ID Checker is required to insure that all participants have provided proper identification for access to the event. All events under this policy must have a *minimum* of one (1) ID Checker. The sponsoring organization will be responsible for the cost of the ID Checker(s).
  2. All Dance/Concert events included in this policy are required to use a metal detector. Operating the metal detector is the sole responsibility of the TCSU security staff. All events under this policy must have a *minimum* of one (1) metal detector operator. The sponsoring organization will be responsible for the cost of the security staff member(s).
  3. U of MN Police Officer(s) must be employed for any Dance/Concert included in this policy. The number of officers will be determined by the U of MN Police Department in conjunction with TCSU staff based upon projected attendance figures and the history of previous events held by the sponsoring organization. The U of MN Police Department requires a minimum of two (2) weeks notice for personnel requests. All events under this policy must have a *minimum* of two (2) UMPD Officers. Exceptions to the minimum for events taking place in the Whole can be directed to the TCSU Security & Operations Director. The sponsoring organization will be responsible for the cost of the U of MN Police Officer(s). (If attendance exceeds projections, crowd control concerns develop, patron safety issues arise, or suspicious behavior is observed, the TCSU security staff and the U of MN Police Department reserve the right to call in additional officers at an additional cost to the sponsoring organization)
- B. The sponsoring organization will provide a minimum of four (4) volunteers, who may or may not be student members of the organization, to serve as hosts and assist TCSU staff with the management of the event and its attendees. These volunteers must be distinguishable from others attending the event (nametag, hat, button, etc.).

## **VI. Advance Arrangements**

- A. All Dance/Concert events under this policy must comply with the following advanced arrangements.
- B. No later than fifteen (15) business days prior to an event, a planning meeting must be held between the sponsoring organization and TCSU

staff. It is the responsibility of the sponsoring organization to arrange the meeting with the TCSU staff.

1. All reservations for Dance/Concert events included in this policy will be considered tentative until authorized representatives of the sponsoring organization meet with authorized TCSU staff to review all event arrangements required by this policy.
  2. Planning meetings must be scheduled within the timeframe of 4:00p – 9:00p, Tuesday – Saturday. If this meeting is not arranged fifteen (15) business days prior to the event, the event in question will be automatically canceled.
  3. The “Dance/Concert Planning Guide and Checklist” document should be used by the sponsoring organization to prepare for the meeting.
- C. All arrangements for the event must be finalized ten (10) business days prior to the event.
- D. The closing statement of the Dance/Concert Policy must be read and signed by the sponsoring organization as well as an authorized TCSU staff member.

## **VII. Administrative Procedures**

- A. Each facility included in this policy will establish fees for services that reflect the individual facilities costs. Examples of fees include, but are not limited to: room rental costs, audio/visual charges, equipment set up fees, late fees, security costs, etc.
- B. Under this policy TCSU will provide any forms needed to allow the sponsoring organization and the facility to demonstrate compliance with policy.

## **VIII. Cancellation**

- A. The TCSU staff and U of MN Police reserve the right to take action if there is a failure by the sponsoring organization to comply with the Dance/Concert policy, any applicable TCSU policy, U of MN policy, Minnesota State Law, or Federal Law. Under such circumstances the event may be cancelled or halted prior to the scheduled conclusion. The sponsoring organization may be assessed a late cancellation fee or be assessed the complete room rate charge in such cases. Disciplinary action may be taken with the individual or sponsoring organization based upon the nature of the violated policy.
- B. In the unlikely event that the TCSU or U of MN Police cannot provide adequate staffing for a Dance/Concert event covered in this policy, the event may need to be rescheduled or cancelled. No cancellation fees will be assessed to the sponsoring organization in such a case.

**IX. Evaluation**

- A. Within ten (10) business days of the event an evaluation will be completed using a standard format and sent out to the sponsoring organization. The evaluation will include written remarks, when applicable, by a TCSU representative, a representative of the sponsoring organization, and a representative from the U of MN Police Department.
  
- B. The results of an event evaluation may influence decisions regarding the specified sponsoring organization’s future use of all TCSU facilities for a period of up to three (3) years. In addition, the results of an event evaluation may determine the level of security required for future events or denial of future use of TCSU facilities.

**Please Read Before Signing**

*“I have read and agree to follow all the regulations in the Dance/Concert Policy. I understand that failure to comply with this policy may result in the cancellation of the scheduled Dance/Concert event. I also understand that based upon the evaluation of the Dance/Concert, further measures may be taken at future Dance/Concert events, or the sponsoring organization that I represent may be prohibited from holding future events in TCSU facilities. Furthermore, I take responsibility as the sponsoring organization’s authorized representative to ensure that all charges incurred from this event are paid by the sponsoring organizations.”*

**Authorized Sponsoring Organization  
Representative**

**TCSU Administrator**

Name \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_