

**FOR DANCE, PARTY & OTHER EVENT POLICY & PROCEDURES
UW-PARKSIDE STUDENT ORGANIZATIONS – 8/2019**

A. Student Organization, Student Coordinator & Monitor Responsibilities

1. Must complete a reservation for a dance, party or event date a minimum of 21 business days prior to date to ensure all arrangements can be met and scheduled (i.e. technical needs, Parkside Police and cashier.).
2. Make an appointment with Campus Activities & Engagement no later than 21 business days prior to the dance, party or event to review the guest and monitor lists, marketing plan, DJ or band information, admission costs etc. for the dance, party or event. Complete the Dance & Other Events Checklist.
3. Provide a minimum of ten (10) student monitors to be stationed in facility during the dance, party or event and work with the police officers to provide a safe environment for guests. Monitors can rotate stations. Additional responsibilities include:
 - a) Monitors and alternate monitors must wear a staff t-shirt for the entire shift. This will serve as an identifier for both guests and the Parkside Police.
 - b) Alternate monitor names can be provided and are expected to be listed on the Dance & Other Events Checklist. All alternate monitors must attend the pre-event meeting with the police if they are going to assist with the dance.
 - c) Monitors must assist in ensuring that perimeter doors are secured.
 - d) All monitors listed on the Dance/Party/Event Checklist must meet with police officers 30 minutes prior to the event start time and doors opening, and sign off on the rules and regulations. The senior officer will discuss any last minute issues with student coordinator and monitor staff. If a monitor is not in attendance at this point, they will not be able to be a monitor for the dance.
 - e) Monitors and alternates will be searched upon entrance for the meeting prior to doors opening.
 - f) If a situation is beginning to become volatile, in the interest of public safety, police officers will take the appropriate action to handle the situation. Monitors will be expected to assist the police when asked. Moreover, monitors have the responsibility to assist in calming down attendees and ensuring that attendees are free from harm.
 - g) Monitors will contact the nearest police officer at the sign of any disturbance.
 - h) Monitors will assist with crowd control before, during and after the event. This assistance will be at the direction of the senior police officer.
 - i) Monitors will observe and be mindful of the capacity limitations of rooms in which events occur and will notify the police when it appears that the limit has been reached.
 - j) Monitors cannot leave and come back to the event.
 - k) Guests of the monitors must be present at the start time of the party/dance and will be searched upon entrance. Any monitor's guest showing up after the start time will not be allowed entrance.
 - l) Monitors will not be allowed to drink alcoholic beverages or illegal drugs prior to nor during the event.
 - m) The Parkside Police have the right to decide if the event will start and/or stay open pending their contact and communication with monitors.
 - n) Monitors cannot participate in dance activities while on duty.
 - o) Monitors must be present at closing time and assist clearing guests. In addition, they will help remind resident students of housing's quiet hour policy.
4. The student coordinator must meet with Parkside Police at least 14 business days prior to the event.
5. Parkside Police must have a final guest list and a final monitor list no later than 2 days (48 hours) prior to the dance.
6. Money cannot be taken out of the register to give to the student organization and/or advisor for any reason.
7. May have a representative count the receipts at the end of the evening with cashier and Building Manager. All receipts will be deposited and balanced on the next business day by the Student Center Cash Office.
8. Responsible for ensuring the full payment of all charge-backs (costs) related to the dance, party or event (i.e. Parkside Police, technical, cashier and other Parkside Student Center charges.)
9. Student organizations paying for expenses through their private account must have a minimum account balance of \$400 at the time of making the reservation.
10. The opening of a party/dance will not be delayed longer than 30 minutes from the original start time for any reason. Plan ahead to make sure both you and the monitors are ready to go on time.
11. The sponsoring student organization is responsible to make sure all performing and contacted guests (DJ, dancers etc.) are aware of Policy & Procedures.

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B. Parkside Police Responsibilities

1. Provide a standard of two (2) police officers and one (1) community service officer at a dance, party or event. If there will be alcohol served in a 'beer garden' at least one (1) additional officer will be on staff.
2. Additional officers may be added regarding other concerns upon further discussion with the Assistant Director of Campus Activities & Engagement and the student organization. Meet with Pre-approved monitors to ensure everything is in order for a successful event 30 minutes prior to start of event.
3. Parkside Police must have 14 calendar days to review details of the party and no later than 2 days (48 hours) prior to the dance date a finalized guest and monitors list must be provided.
4. Metal detectors will be used at all dances and parties.
5. Parkside Police will coordinate a weapon and knives check of all guests, performers, contracted guests, Parkside staff and student monitors.
6. Meet with the student coordinator at least 14 calendar days prior to the event to review details.
7. Forward all updates on the Dance & Other Events Checklist to Campus Activities & Engagement.
8. Arrive a minimum of 30 minutes prior to the start of event and stay at least 30 minutes after the dance, party or event closes to assist with clearing the facility.
9. Enforce state statutes; it is their duty to provide a safe event, which helps ensure your organization's success.
10. Ensure the cashier is properly monitoring the facility capacity with wristbands.
11. Parkside Police will check identification of all guests and event personnel.
12. Have the authority to shut down the event if policies and procedures are not followed.

C. Cashier and Building Manager Responsibilities

1. Cashiers will arrive in the den one hour prior to the dance/event start time.
2. Cashiers will get cash bag and wristbands from building manager and take admission until the dance, party or event closes.
3. Cashier and Building Manager will count the money together in a room away from the dance (black hole storage is suggested). Cashier and Building Manager will deposit the event revenue according to Student Center Cash Handling procedures.
4. Money cannot be taken out of the register to give to the student organization or advisor for any reason.
5. Cashiers and Building Managers will help check identification and wristband if requested by Parkside Police.
6. Cashiers will add all guest names to the "guest list" to provide legibility of handwritten names. Guests are defined as anyone without a UW-system ID.
7. Building Managers will assist the cashiers and adhere to maximum capacity for facility and notify police officers when facility is full.
8. Building Managers will close the building at established closing unless an exemption has been made and is processed through the reservation.
9. Building Managers will post 'quiet hour' signage at all exits to housing and remind residential students.

D. Conference & Event Services Responsibilities

1. Forward all updates on the reservation to the Parkside Police, student organization, Campus Activities & Engagement, and Parkside Student Center staff.
2. Follow-up with the event coordinator to confirm and/or update the reservation details.

E. Campus Activities & Engagement Responsibilities

1. Meet with each organization's dance, party or event coordinator a minimum of 21 business days prior to event to complete all contracts, Dance & Other Events Checklist, and payment procedures.
2. Consult with both the student organization and Parkside Police regarding additional officers or other needs and concerns about the dance, party or event.
3. Forward all updates on the reservation and Dance & Other Events Checklist to the student organization, Residence Life, Parkside Police, Conference & Event Services, and Parkside Student Center staff.
4. Wristbands will be counted before the dance. There will be two colors: a major color for all dance participants and a minor color for those assisting with the dance and those who will be given free entrance. The total of all the wristbands must not exceed 350. Wristbands will be given to the Building Manager prior to the dance to put in their safe.

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F. Guest Policy

1. UW-System campus students are limited to one guest and each guest must be registered prior to entrance into the dance. All non-UW-Parkside students must be over 18 years of age and present a valid Driver's License, State Identification Card or Passport for entry.
2. Non UW-System guests are not admitted unless they are a registered guest of a UW-System campus student with a valid school ID.
3. No non UW-Parkside student under the age of 18 will be admitted.
4. If deemed appropriate upon discussion with Campus Activities & Engagement and the sponsoring organization, Parkside Police will coordinate a weapon and knives check of all guests and contracted performers. Metal detectors will be used at all dances and parties.

G. Dance, Party or Event with Alcohol Service

1. At a dance, party or event with alcohol service guests 21 years of age will be wrist banded.
2. If the area which alcohol is being served is in a different room than the dance, party or event, then admission to the area with alcohol service will be limited to guests of 21 years of age.
3. If the area which alcohol is being served is within the same venue as the dance, party or event, then only UW-P students (no matter the age), and community members over the age of 21 years will be admitted to the dance, party or event.

H. Additional Parameters

1. Each student organization is permitted to reserve a maximum of two (2) dates per semester. However, student organizations can only ask once each semester for an event to have extended hours.
 2. Progressive pricing is not allowed. The opening of a party/dance will not be delayed longer than 30 minutes from the original start time for any reason. The Parkside Police will make the final decision to close should a delay occur.
 3. A dance, party or event will end by 1am unless a request for exception has been approved. All requests for exceptions to the Dance, Party & Other Events Policy & Procedures must be submitted in writing to the Student Center Director a minimum of 21 business days in advance of the dance, party or event date.
 4. Facility capacity for The Den is 350. The organization's guests and monitor staff, DJ, and DJ guests will be counted in the capacity number.
 5. Once capacity is reached, both a monitor and police officer will inform guests who are in line that they can no longer wait for entry and must leave the property.
 6. Sponsoring organization will arrange for barricades, tickets, or wristbands as part of the reservation when needed.
 7. Apparel: hats are permitted as long as they are kept in a forward style on a person's head. Metal belts and chains are not permitted.
 8. Preliminary dance, party or event charges will be detailed on the reservation confirmation.
 9. Performing and contracted guests (ie: DJs, band members, etc) must have a valid Driver's License or State Identification card for entry.
 10. UW-System students, guests, monitors, organization members, DJ and/or performers are not allowed to re-enter the dance once they have exited.
 11. Failure to abide by these policies will result in either probation or the loss of student organization privileges.
 12. Beverages and food cannot be carried into the event.
 13. On-going evaluation and review will continue and changes may be made if necessary for safety reasons. Updated information will be distributed by Campus Activities & Engagement.
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