

DANCE PARTY GUIDELINES

The Rochester Institute of Technology (RIT) seeks to support a vibrant, diverse, and spirited campus life experience. A fundamental principle in the hosting of events is the maintenance of appropriate safety and security for all students and visitors to the campus involved with recognized campus events. One aspect of a dynamic campus life is the hosting of activities which by definition below are considered dance parties. Recognized student organizations at RIT are permitted to host dance party events on campus when the specific conditions outlined in this document are met. RIT has established these guidelines to ensure that reasonable safety and security measures are employed by all organizations and departments involved in the development, review, and support of these events.

These guidelines are reflective of the collective expectations for safety and security from a number of RIT offices, and serve to support and protect the host student organizations as well as those attending events. As such, RIT prefers that student organizations remain on campus for their dance parties, following the guidelines and practices below. Should organizations choose to seek off campus locations for events of this nature, RIT reminds students and organizations that RIT's Code of Conduct includes an Off Campus Behavior policy. Should RIT be made aware of violations of the Code of Conduct at off campus dance parties, the host organization(s) and any specified individuals would be subject to report and review through RIT's Office of Student Conduct.

For complete information regarding RIT's Code of Conduct and the conduct process visit: <http://www.rit.edu/studentaffairs/studentconduct/conductprocess.php>

Definition

An event will be considered a “dance party” if it meets the criteria as determined by the Event Coordination Committee. Criteria include but are not limited to the following:

- Date/Time
- Audience
- Number of anticipated attendees
- Associated risks
- Eligibility

For more information visit rit.edu/campuslife

All Student Government recognized clubs, organizations and/or social fraternities/sororities in good standing are eligible to hold dance parties. Good standing as defined by SG, CCL and/or Student Conduct. Social fraternities and sororities must meet the minimum membership size as defined by the “Chapter Viability Policy” in the Fraternity & Sorority Life Guidelines to be eligible to hold dance parties.

Social fraternities and sororities that do not meet the “Chapter Viability Policy” requirements may partner with other recognized social fraternities and sororities to host dance parties. Partnering is defined as two or more organizations (but no more than 3) hosting the event, being included on all promotional materials, and being held responsible in the event of an incident. Social fraternities and sororities must have an up to date certificate of insurance on file with the Office of Fraternity & Sorority Life Organization Responsibility.

The host organization(s) are responsible for the actions and behaviors of all attendees. Any damages to RIT facilities will be the responsibility of the hosting organization(s). This includes public spaces required to give access to the event (i.e. lounges, restrooms, parking lots). Failure to follow the procedures outlined in this document can result in the revocation of the privilege of hosting dance parties at RIT for a period of time to be determined by the Event Coordination Committee and/or the Center for Campus Life. The hosting organization(s) could also face disciplinary sanctions from the Center for Student Conduct.

Pre-Event Requirements


Dance parties can be held in the following locations and must be reserved with the proper office/department:

- Clark Gym
- Grace Watson Cafeteria
- SAU Cafeteria/Davis Room
- Student Development Center

All dance parties must be registered a minimum of eight weeks in advance prior to the event through the Event Registration (EVR) process. Only one (1) dance party can be registered per Friday or Saturday. Priority will be given to the first student organization that registers their event through Event Registration (EVR). Dance parties are only permitted on Fridays or Saturdays and cannot extend beyond 2:00 AM. Lights will be turned on at 2:00 AM and the room must be cleared by 2:30 AM. Representatives from the student organization must assist with clearing the building or venue. Organizations sponsoring weekend dance parties are required to meet with representatives from Public Safety a minimum of fourteen (14) business days before the event to review logistics and safety parameters.

Scheduling the meeting is the responsibility of the sponsoring organization. Organizations who fail to meet with Public Safety may have their event canceled. Items to be discussed and/or reviewed include but are not limited to:

For more information visit rit.edu/campuslife

- 
- Anticipated Attendance & Occupancy Limitations
 - **Event floor plan diagram & event signage**
 - Organization Representative and work schedule
 - Advertising (i.e. which methods will be used)
 - Pre-event meeting scheduling
 - Safety precautions and equipment

With the approval of the Sr. Vice President for Student Affairs or his/her designee and in accordance with RIT policy, alcohol may be served at an event provided that:

- Brick City Catering is the vendor chosen to provide food and alcohol
- Individual organizations pay for the temporary liquor license and all catering costs
- Organizations comply with the following alcohol policy (as per Brick City Catering)



Admittance & Ticketing

All dance party attendees shall be currently enrolled RIT students, or non-RIT students must be 18 years of age or older. All dance party attendees must show two forms of identification – a college ID as well as a government issued ID. For non-college students, a government issued ID will be sufficient.

All dance party attendees will be screened by RIT Public Safety or their designee to ensure the safety of all attendees. A person will be refused entry for failure to produce proper identification. Bags will not be permitted into dances. No food or drink may be brought into the venue. Empty, clear plastic water bottles may be brought in and filled at the water fountain inside the venue. All dance parties must pre-sell their tickets and no tickets can be sold at the door. Tickets must be numbered and may not exceed the capacity of the venue where the event will be held.

The capacity will be established by Public Safety in accordance with the set-up of the event. Failure to supply the diagram will prevent this from being determined which will prevent the approval of the dance. Tickets can be sold until noon on the Friday before the dance party. A representative from the Center for Campus Life will be on hand to collect tickets during the event. Organizations are responsible for any and all costs incurred as a result of ticket sales. An organization can only sell as many tickets as permitted by the Public Safety determined capacity. Organizations that meet the minimum organization size (three members), FSL Chapter Viability Policy or those that are partnering to hold events.

Organizations who are found to have sold more tickets than permitted by may have their ability to hold dance parties revoked for a period of time to be determined by the Event Coordination Committee and/or Center for Campus Life

Ticket costs must follow this format:

For more information visit rit.edu/campuslife

- RIT students cannot be charged if additional funding has been received from the SG Finance Committee or Greek Finance Committee
- Escalating Fees- All attendees must be charged the same ticket prices with the following exceptions:
 - Non-RIT students and non-college students may be charged higher ticket prices than RIT students
 - “Early bird” prices can be utilized but end dates must be included in advertisement

These are the only designations which will be permitted to create ticket cost differentials. All ticket costs must be advertised in advance and costs may not increase beyond what is advertised. At the expense of the sponsoring organization(s), all guests shall be provided with a wristband to verify they have a valid ticket at the time of entry.

Costs&Fees

All costs associated with a dance party shall be the responsibility of the hosting organization(s). This includes but is not limited to the following services:

- Facility Management Services
- Public Safety
- RITA
- Brick City Catering
- Tech Crew

Fees must be paid prior to the date of the event or risk cancellation.

Organizations may request funds for dance parties from Student Government Finance Committee or Greek Finance Committee, Funding is not guaranteed therefore the organization(s) must have the ability to cover the full cost of the dance party internally. Organizations that receive funds from either Finance Committee are prohibited from charging RIT students to attend their events.

Public Safety Fee - A flat fee of \$400 per late night dance party will be charged for Public Safety.

Event Management Requirements

An RIT approved adviser must be present for the duration of the event The adviser must have completed the Adviser Agreement Form In the event that an adviser does not show up prior to the registered start time of the a dance party, the party may be canceled and guests will not be allowed to enter the premises.

In addition, the hosting organization(s) may have future dance party privileges revoked for a period of time to be determined by the Event Coordination Committee and/or the CCL In the event the adviser is not present for the duration of the dance party, the event may be shut down and guests will be asked to leave the premises. In addition, the hosting organization(s) may have future dance party privileges revoked for a period of time to be determined by the Event Coordination Committee and/or the CCL.

A meeting of the organization’s contact person and event management staff (including Public Safety, a representative from the Center for Campus Life, or Institute personnel) must be held thirty (30) minutes prior to the door being opened.

The purpose of this meeting is the following:

For more information visit rit.edu/campuslife

- Review logistics and details of event
- Opportunity for event management staff to meet each other
- Review expectations/protocol for the evening

Failure to meet with Public Safety could result in the event being canceled

A work schedule for organization members must be provided to Public Safety prior to the start of the dance party indicating each member's responsibilities before, during, and after the dance with a phone number they can be contacted at during the night. The work schedule must include the following:

- Set Up – who will be on hand to set up for the dance and what time will they arrive
- Stations during Event with start & end times for shifts
- Door
- Dance Floor
- DJ
- Others as determined by Public Safety
- Clean Up- who will be on hand to clean up after the dance
- Attendees are to remain in the designated areas at all times with the exception of using the restrooms
- Attendees are required to show their wristband to re-enter the dance
- Excessive entering and exiting can be grounds for not being let back into the dance party
- No entry re-entry will be permitted after 12:30 AM
- Event management and safety are at the discretion of RIT Public Safety or their designee and a dance party can be shut down at any time if the situation is deemed to be unsafe

For more information visit rit.edu/campuslife