

DANCES AND SOCIAL EVENTS ON CAMPUS

The following is more specific information regarding on campus dances and social events.

Reserving the Facility. The sponsoring organization must reserve the desired facility for any on-campus event. For events in the Student Center (SC), contact the SC Scheduling Office in SC room 203A. For other campus facilities, contact the Events Center in Brewer-Hegeman Conference Center. Reservation forms must be completed and returned at least *two weeks* before the event, however, due to the large number of events on campus, it is recommended that RSOs plan for these events 6-8 weeks prior to the date desired. Copies of the University's Facilities Use Policy (BOT Policy #400) are available in the SC Scheduling Office or on-line.

Number of Events. Only one major student social event is allowed on campus per day. Any exceptions to this policy must be approved in advance of the event by the vice president for student services.

Event Days and Times. Dances on campus may be held on Thursday, Friday or Saturday nights. Events scheduled on weekends (Friday and Saturday) must end no later than 1:00 a.m. Events scheduled on weeknights (Sunday through Thursday) must end no later than 12:00 a.m. Any exceptions to these ending times must be approved by the vice president for student services or designee.

Outdoor Events. Outdoor events should not disturb or interfere with academic classes, other university events, residence hall quiet hours, or residents living near the campus. Students should consult with the vice president for student services or designee for appropriate times and locations for such events.

Guests. All UCA student organization social events held on campus (dances, step-shows, parties, proms, etc.) are restricted to UCA students. Each student is allowed to bring one (1) and only one guest to the activity. Any exceptions to this restriction must be approved in advance by the vice president for student services.

Card Readers. Electronic card readers may be required for large on campus events. Card readers may be checked out from the Student Life Office, Room 207 Student Center.

Advisor. It is the responsibility of each organization to have a faculty/staff advisor present at the event. In cases where the advisor cannot attend, another faculty/staff member may be substituted. The role of the advisor is to: (a) be present from the beginning to the end of the event; (b) work with and through the leaders of the organization in implementation of university policies; and (c) act in accordance with the regulations of the University of Central Arkansas, and call to the attention of students in charge of the event undesirable situations for which corrective measures are needed. The organization will be responsible for canceling the event if an advisor cannot attend the entire activity.

Doorpersons. The organization will provide two (2) doorpersons for the event. Duties of the doorpersons are to: (a) introduce themselves to the advisor and university police officer; (b) administer admission procedures established for the event; (c) assume responsibility for the supervision of the event in keeping with policies governing the use of the building and university regulations; and (d) report any infraction of school policy to the 75 advisor or university police officer.

University Police. University police must be present at all dances, and at other social events as determined by the University Police Department.

Facility Use. Any organization that sponsors a student dance in the Student Center Ballroom must cooperate with the Student Center director by adhering to those regulations listed under “Facility Usage Policies” and “Student Center Facilities Policy” in the Student Handbook.

Prohibited Behaviors. Any student, non-student, or student group found to be engaged in the following behaviors **during any type of show, pageant, program, or other activity** is subject to university disciplinary action:

1. Use of fire, gasoline or any other flammable agents.
2. Use of helium balloons or confetti.
3. Indecent or obscene use of props or costumes
4. Use of offensive, sexually explicit lyrics, dance moves, or language.
5. Rappelling **and climbing** inside or outside of a building is strictly prohibited. **(Example: Ida Waldran or Reynolds balcony, etc.)**

Damages. The student organization sponsoring a dance or social event will be responsible for all damages and/or excessive cleaning charges to equipment or facilities during an event. It is recommended that a member of the organization, in conjunction with the facility manager, inspect the facility prior to the event.