University of Southern California

Dance Policy Planning Booklet Approval Form
Planning a Dance

Having a dance in University of Southern California facilities requires advanced planning for the student organization to assure an event that is pleasurable and safe for all those who participate. This booklet has been designed to assist you in planning for your event.

In order to hold a dance, the sponsoring organization must register the event with the Office of Campus Activities, TCC 330, and meet with the Director of Campus Activities and the Department of Public Safety no later than four weeks prior to the dance, to discuss the event, and acknowledge the preliminary event confirmation, or the dance is subject to cancellation.

The Student Organization Dance Policy includes provisions for four levels of dances as follows:
Level 1 – Open to University of Southern California student organization members only
Level 2 – Open to University of Southern California students only
Level 3 – Open to University of Southern California students and guest(s)
Level 4 – Open to University of Southern California, guest(s) and other college students

Depending on the level of the event and the anticipated attendance, the costs, timing, locations and security requirements vary. The only approved location for student organization dances is the Ronald Tutor Campus Center Grand Ballroom. Fees paid by the student organization vary depending on the location, staffing, security and room setup. Additional costs may include rented equipment, entertainment and/or catering.

Violation of any of the event planning guidelines will be reviewed by the Senior Associate Dean of Students and referred to the Office for Student Judicial Affairs and Community Standards for adjudication where appropriate sanctions will be issued.
Level 1 Dance

Level 1: (1-100* people in attendance)
Open to recognized and approved sponsoring student organization members only. Must present valid USC ID.

Approved dance locations and timeline for a level 1 dance:
Ronald Tutor Campus Center Grand Ballroom

Level 1 dances may only be scheduled between 3:00 p.m. on Friday and 5:00 p.m. on Sunday.

Entry Guidelines:
Official member(s) of the organization identified during the dance-planning meeting, to check USC ID and validate membership.

Minimum Security Staffing:
One Student Affairs Staff

Fee:
All fees will be determined by the Scheduling Office and those departments providing services. (e.g. DPS).

*Events will vary in size. The estimated attendance is used to develop staffing and security needs/requirements. Every event will be evaluated individually and assigned to an appropriate level based on a variety of factors (size, audience, time, history of event/program, experience with student organization, etc.).
Level 2 Dance

Level 2: (100-800* in attendance)
Open to all USC students with valid USC ID.

Note: 800 is the limit set by the Fire Marshal for dances in the ballroom. Clickers are used to count attendees as they enter.

Approved dance locations and timeline for a level 2 dance:
Ronald Tutor Campus Center Grand Ballroom

Level 2 dances may only be scheduled between 3:00 p.m. on Friday and 5:00 p.m. on Sunday. Any dance taking place after 8:00 p.m. will require DPS presence.

Entry Guidelines:
USC students with valid USC ID – USC sponsoring organization may be given permission by DPS for student security to check IDs. Sponsoring organization members identified during the dance-planning meeting, to wristband and collect admission fees.

Ronald Tutor Campus Center Grand Ballroom has one pre-approved Dance Event setup which utilizes Ballroom Sections C & D as the point of entry for all guests. All check-ins and ID checks will take place in this section.

Minimum Staffing:
Two Student Affairs Staff
One DPS Public Safety Officer
One Student Organization Advisor

Fee:
All fees will be determined by the Scheduling Office and those departments providing services for the event (e.g. DPS).

*Events will vary in size. The estimated attendance is used to develop staffing and security needs/requirements. Every event will be evaluated individually and assigned to an appropriate level based on a variety of factors (size, audience, time, history of event/program, experience with student organization, etc.).
Level 3 Dance

Level 3: (100-800* in attendance)
Open to USC students with valid USC ID and no more than one guest per USC student with photo ID and proof of being 18 years or older.

Note: 800 is the limit set by the Fire Marshal for dances in the ballroom. Clickers are used to count attendees as they enter.

Approved dance locations and timeline for a level 3 dance:
Ronald Tutor Campus Center Grand Ballroom

Level 3 dances may only be scheduled between 3:00 p.m. on Friday and 5:00 p.m. on Sunday.

Entry Guidelines:
USC students with valid USC ID and no more than one guest per USC student with photo ID and proof of being 18 years or older. The guests must show photo proof of age 18 or older before entering the dance. The USC student of the sponsoring organization will be held responsible for the guest.

Ronald Tutor Campus Center Grand Ballroom has one pre-approved Dance Event setup which utilizes Ballroom Sections C & D as the point of entry for all guests. All check-ins and ID checks will take place in this section.

DPS to check IDs. Sponsoring organization members identified during the dance planning meeting, to wristband and collect admission fees.

Minimum Staffing:
Six Student Affairs Staff
Seven DPS Public Safety Officers
One Student Organization Advisor
One TCC Event Coordinator (Production Manager)

Fee:
All fees will be determined by the Scheduling Office and those departments providing services for the event. (e.g. DPS).

*Events will vary in size. The estimated attendance is used to develop staffing and security needs/requirements. Every event will be evaluated individually and assigned to an appropriate level based on a variety of factors (size, audience, time, history of event/program, experience with student organization, etc.).
Level 4 Dance

Level 4: (100-800* in attendance)
Open to USC students with valid USC ID with no more than one guest per USC student with photo ID and proof of 18 years or older. College students who are affiliated with the sponsoring organization (i.e. members of a citywide chapter of a USC recognized fraternity) may also attend as long as they have a valid college photo ID and have proof that they are at least 18 years of age. The names of all such guests must appear on a guest list submitted by the sponsoring organization at least 24 hours in advance of the start time of the event. Non-USC college students are not permitted to bring guests.

Note: 800 is the limit set by the Fire Marshal for dances in the ballroom. Clickers are used to count attendees as they enter.

Approved dance locations and timeline for a level 4 dance:
Ronald Tutor Campus Center Grand Ballroom

Level 4 dances may only be scheduled between 3:00 p.m. on Friday and 5:00 p.m. on Sunday.

Entry Guidelines:
USC Students with valid USC ID with no more than one guest per USC student. The guests must show photo proof of age 18 or older and must sign in before entering the dance. Non-USC college students are expected to sign in and must present valid college photo ID and proof of 18 years or older.

Ronald Tutor Campus Center Grand Ballroom has one pre-approved Dance Event setup which utilizes Ballroom Sections C & D as the point of entry for all guests. All check-ins and ID checks will take place in this section.

DPS Security to check IDs. Sponsoring organization members identified during the dance-planning meeting, to wristband and collect admission fees.

Minimum Staffing:
Six Student Affairs Staff
Seven DPS Public Safety Officers
One Student Organization Advisor
One TCC Event Coordinator (Production Manager)

Fee:
All fees will be determined by the Scheduling Office and service providing departments (e.g. DPS).

*Events will vary in size. The estimated attendance is used to develop staffing and security needs/requirements. Every event will be evaluated individually and assigned to an appropriate level based on a variety of factors (size, audience, time, history of event/program, experience with student organization, etc.).
General Policies for All Dances

Required Approvals for Dances and Social Events
Each of the following departments must submit written approval of the final event in addition to standard approvals required for all events.

1. Student Organization Faculty/Staff Advisor
2. Director of Campus Activities – TCC 330
3. Department of Public Safety – Lt. Mike Heckelman (MHeckelman@caps.usc.edu)
4. Office of Fraternity and Sorority Leadership (Greek events only) – Ray Carlos (racarlos@usc.edu)
5. Patrick Bailey, Senior Associate Dean of Student Affairs for level 1 and 2
6. Denzil Suite, Associate Vice President for Student Affairs for level 3 and 4 in consultation with the Vice President for Student Affairs

Additional approvals may be required for events serving food or alcohol, filming, fundraising, or selling merchandise.

Pre-Event Meetings
Sponsoring Organization must attend the University Events Group Meeting with DPS, the Scheduling Office, Fire Safety, Transportation Services, FMS, USC Hospitality, Filming, and University Bookstore. The University Events Group Meeting meets every Wednesday and accepts appointments for event proposals from 2:00 p.m. – 3:30 p.m. To get on the schedule for one of the meetings please email scevents@usc.edu at least a week in advance.

Responsibilities of the Student Organization Sponsor
In order to hold a dance in the Ronald Tutor Campus Center Grand Ballroom, student organizations must:

Before the event:
1. Participate in the above-mentioned pre-event meeting with key service providing departments.
2. Meet with the Scheduling Office staff at least four weeks prior to the event date to discuss the specifics of the event and to complete the required paperwork.
3. Reserve the venue and complete all required paperwork by indicated due dates.
4. Identify two student organization members to work as on-site contacts during the entire event.
5. Ensure that all promotional materials are approved prior to distribution.

During the event:
1. Attend the event from start to finish.
2. Wear name badges/stickers or clothing that clearly identifies them as the event sponsors to advisors, DPS, guests and other relevant personnel.
3. Perform event management duties during the entire event as applicable to the type of event, including selling tickets, collecting tickets, checking IDs, registering guests, managing the stage area and overseeing the audience activity.
4. Assist with crowd control, including emergency exit monitoring and notifying DPS, advisors or TCC staff of any problems that arise during the event.
5. Announce the approved end time of the event during the activity.
After the event:
1. Announce that the event has ended.
2. Assist in clearing people from the facility.
3. Remain onsite until all cleanup and strike has been completed.

Event Security Requirements
All dances/socials in the Ronald Tutor Campus Center Grand Ballroom require security personnel according to the level of dance on site for the event. All non-student security personnel must be scheduled through DPS but will likely be a combination of armed and unarmed DPS officers and outsourced security personnel (Staff Pro or CSC). All security costs are the responsibility of the student organization.

Wand Detectors
An event may require the use of wand detectors if it is one where the student organization or department books the Ronald Tutor Campus Center Grand Ballroom for an event that has the following criteria:
1. Advertising and admission is open to non-USC attendees; and
2. The event is not primarily a performance with a seated audience

This will be decided by the DPS in consultation with the Vice President for Student Affairs.

Ticket Sales
All tickets must be purchased by a University of Southern California student with a valid USC ID. A USC student with a valid USC ID must purchase tickets for guests. All guests must be present at the time of ticket purchase and present a valid college ID.

Tickets must be printed and sequentially numbered. All tickets must be printed with the following information:
1. Event is not open to the general public.
2. Permitted Attendees according to the level of dance (USC students, guests with valid ID, college students with valid ID)
3. All USC students must show valid USC ID to enter the venue.
4. All guests must show valid photo identification to enter the venue.
5. All guests must be 18 years or older with proof of age.
6. No alcohol or drugs permitted.
7. No in-and-out privileges.

Audio Visual Information Requirements
All audio visual requirements must be made known to the Scheduling Office at least four weeks prior to the event. Any performances will require tech riders, input lists, and backline delivery schedules.

Event Costs
The sponsoring organization is responsible for the payment of all venue rentals and staffing fees; all security personnel fees; all required fire and building safety permits; all cleaning fees; and any other associated event costs. All payments are due in advance of the event.
**Staff or Faculty Advisor Participation**
The organization’s staff or faculty advisor must be present for all meetings and the duration of the event.

**Cleanup**
All events must contract with USC Facilities and Maintenance for post-event cleanup. A $1000.00 refundable cleaning and damage deposit is required for all events. The cleaning and damage deposit will be kept for any events for which the venue is not cleaned by the end of the reservation time.

**Cancellation Policy**
Cancellation within three weeks of the event date results in the loss of 100% of venue rental and staffing fees.

**Indemnification Policy**
**Indemnity:** Purchaser assumes complete responsibility for the conduct of the persons attending the event and the condition of the University’s property and facilities after the event. Purchaser must return the University’s facilities to the condition they were in before the event. Any costs incurred by the University in cleaning or repairing the University’s facilities after the event will be assessed to the Purchaser and may be deducted from any cleaning and damage deposit placed by the Purchaser. The University assumes no responsibility for the loss, theft, or damage of personal property or damage to the person for the Purchaser or any of its event participants or guests. Purchaser agrees to indemnify and hold the University and its employees, contractors and agents harmless from and against all claims, damages, actions, liabilities, costs and demands arising from Purchaser’s and Purchaser’s event participants’ and guests’ use of the University’s facilities.

**Limitation of Liability:** Notwithstanding anything to the contrary contained herein, to the maximum extent permitted by law, in no event will USC be responsible for any incidental damages, consequential damages, exemplary damages of any kind, lost goodwill, lost profits, lost business and/or any indirect economic damages whatsoever regardless of whether such damages arise from claims based upon contract, negligence, tort (including strict liability of other legal theory), a breach of any warranty or term of this agreement, and regardless of whether Purchaser was advised or had reason to know of the possibility of incurring such damages in advance.

**Objectionable Persons:** The University reserves the right to eject from the facility any person whose behavior causes harm to themselves, other attendees or University property. Neither the University nor its employees shall be liable to Purchaser for any damages that may be sustained through the exercise of such a right.

**Food & Beverages**
All events wishing to serve food and/or beverages must obtain a signed Food and Beverage form from USC Hospitality Services at least three weeks prior to the event. The caterer name and contact info must be on file with the Scheduling Office at least three weeks prior to the event.

All catering must set up after the reservation start time and be completely cleaned and vacated from the venue by the reservation end time.
Late catering pick-ups or excessive cleanup requirements will result in the loss of the cleaning and damages deposit.

**Alcohol & Drug Policy**
Drugs, alcohol and controlled substances are not permitted at University dances.

No smoking is permitted on the Ronald Tutor Campus Center premises.
Planning a Dance - Worksheet

Step 1: Pre-Event Planning

☐ Have you scheduled your pre-event meeting with your advisor and the Office of Campus Activities?
  o What level of dance are you planning?
  o What is the reason/purpose for the event?
  o What entertainment are you hoping to have?
  o How will your entrance access work? (e.g. Guest list, wristband, tickets, etc.)
  o Are you planning to serve food/beverages?

☐ Assemble your team.
  o Who is the main contact responsible for coordinating all venue logistics and approvals? This person will also be responsible for managing day-of event logistics.
  o Do you have at least two crowd monitors?
  o Do you have at least 4-6 people to wristband and assist with ID check/check-In?
  o Do you have post-event cleanup volunteers identified?

Step 2: Secure the Venue

☐ Submit your reservation request to the Scheduling Office to secure a date. The Scheduling Office will book your event and send you all required paperwork. Include in your schedule:
  o Facility set and ready by __________
  o Catering set and ready by __________
  o Arrival time ______________
  o Event Start time ____________
  o Event End time _____________
  o DJ/ Band announces last song ______ (lights up)
  o Cleanup completed by __________

☐ Have you turned in your $300.00 Non-Refundable Deposit for the Ballroom? Due five business days (one week) after your event is booked.

☐ Have you turned in your signed Event Status Report (contract) for the Ballroom? Due five business days (one week) after your event is booked.

☐ All other paperwork will be listed on your contract and is due four weeks prior to your event.

☐ Final payment is due two weeks prior to your event.

Step 3: Logistics and Planning

☐ Create a Budget for your Event
  o Room Rental Cost:
  o Venue Staffing Costs:
  o Security Costs:
  o Catering Costs:
  o Entertainment Costs:
  o Technical Equipment Costs:
  o Decorations and Supplies:
  o Cleaning Costs:
Food and Beverage Arrangements
- Is your caterer approved by USC Purchasing or do they need to submit paperwork for approval (approval takes 2-4 weeks)?
- Have you walked the space with your caterer to determine load-in location, set up time, cleanup schedule?
- Have you arranged for parking for your caterer?

Book Talent
- A letter of agreement or contract with the DJ or band is suggested to be on file with the Scheduling Office at least three weeks prior to your event date.
- The contract or letter of agreement shall include the following: load-in location, required arrival time, date and start time and end time of dance, and a statement that DJ or band will not advertise the dance at non-University of Southern California events or through non-University of Southern California media.
- Have you arranged for parking for your talent?

Secure Necessary Technical Equipment
- What equipment does your talent require?
- Does the Scheduling Office provide this equipment or do you need to rent from an outside company?

Vendor Arrangements
- Are you renting any additional equipment for your dance (lighting, audio, linens, decorations, etc.)?
- Have you done a site walk with your vendors to determine placement of materials, load-in/out schedule, etc.?

Make a List of Supplies Needed. Examples include:
- Guest Lists
- Event Schedule
- Nametags
- Pens/Sharpies
- Wristbands
- Attendance Counters (provided by TCC)
- Camera

Step 4: Obtain Final Approvals and Complete Approval Signature Page
- Security
- Campus Activities/Student Affairs
- Turn Approval Signature Page into Scheduling Office
Step 5: Event Publicity
- Review event publicity policy information in this handbook
- Create publicity to include
  - Fliers, posters, invitations, advertisements, social media, email lists, etc.
- Make sure all publicity materials include the following language:
  - The full name of the sponsoring organization
  - The time, date and place of the event
  - Any entrance fees or costs to participate
  - Entry guidelines in accordance with the level of dance you are planning
    - ID requirements
  - Event is not open to the general public
  - No alcohol or drugs permitted
  - No in-and-out privileges
- Submit all publicity materials to the Office of Campus Activities for approval
- Once approved, distribute accordingly

2 Weeks before the Event
- Confirm all logistics with the Scheduling Office and DPS
- Create a final event agenda and send to the Scheduling Office

Day of Event
- Introduce yourself to the venue staff and be available to answer any questions during set up
- Make sure all staff and volunteers have an updated event schedule
- One hour before the event, complete a security walk with security and house staff and your event volunteers. Review ticketing and check in procedures with everyone.
- Have all guest lists/will call lists/nametags in alphabetical order

Post-Event Follow-Up
- Settle any outstanding bills
- Complete event survey or schedule follow-up meeting with the Scheduling Office
- Send thank you notes
- Complete and file all event documents, timeline, budget, correspondence and publicity to share with future event planners
Publicity

All advertising and communication plans/timelines must be submitted in advance to the approving departments. No advertising is permitted until all approvals, paperwork and final payments have been received.

All printed publicity such as flyers, posters and/or postcards must include the entry guidelines listed below in accordance with the level of dance identified during the dance agreement-planning meeting.

All posters need to be approved by the Office of Campus Activities before they go up around campus (including residence halls). Remember, if you haven’t registered your event with the office, your flyers will not be approved for posting.

The Office of Campus Activities stamps all posted materials as a certification that the sponsoring organization has met all the applicable conditions as outlines in the SCampus.

The following must be indicated on ALL materials to be posted:
1. The full name of the sponsoring organization
2. The time, date and place of the event
3. Any entrance fees or costs to participate
4. Entry guidelines

Entry Guidelines (included on publicity):
Level 1 (Open to University of Southern California student organization members only)
University of Southern California (‘organization name’) members with valid USC ID

Level 2 (Open to University of Southern California students only)
University of Southern California (or USC students) with valid USC ID

Level 3 (Open to University of Southern California students and guest(s)
University of Southern California (or USC students) with valid USC ID or college students with valid college photo ID and proof of 18 years or older

Level 4 (Open to University of Southern California students, guest(s), and other college students)
University of Southern California community (or USC students) with valid USC ID or college students with valid college photo ID and proof of 18 years or older
Dance Meeting Checklist
The following items will be discussed during the dance staff meeting typically scheduled one hour prior to the dance start time. This checklist has been designed to ensure a pleasurable and safe dance for all those who participate.

Introductions
- Sponsoring Organization
- TCC Student Event and Security Staff
- TCC Staff
- Public Safety
- Production Manager

Work Assignments
- ID check at entry (DPS Security Staff or Sponsoring Organization for Level 1 events)
- Monitor crowd (TCC Staff, Public Safety and Sponsoring Organization)
- Monitoring fire exits (Public Safety)
- Wristband and collect admission fee (Sponsoring Organization)

Review Dance Entry Guidelines
- Determined by level of dance, identified during dance-planning meeting.

Capacity
- TCC to provide counters to track attendance
- Protocol when max attendance is reached
- Number expected, general questions about size of crowd

Ending the party
- Departure strategies—DJ announcement, sponsors roles, food and facility
- Outside venue

Post-Evaluation—see following page
Post-Dance Event Evaluation Form
This is a short post-dance event evaluation to follow up on this evening’s dance. We hope that every aspect of your event went well. We encourage you to provide comments regarding your overall event planning experience as well as the quality of service provided for you and your guests.

Today’s Date: ___________ Estimated Attendance:_________

Actual Attendance:________

Sponsoring Organization Comments
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
Signature: ________________________________

Advisor’s Comments
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
Signature: ________________________________

TCC Staff Comments
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
Signature: ________________________________

Department of Public Safety Comments
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
Signature: ________________________________

Production Manager Comments
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
Signature: ________________________________
SOCIAL/DANCE PROPOSAL APPROVAL FORM
Student Life and Involvement

Please fill out this form completely. Prior to filling out the form, please read through the social/dance protocols and be prepared to answer basic questions about your event’s ticketing, advertising, entertainment and co-sponsorships. All requirements of the approving departments must be met prior to final event approval. Return the completed form (once all signatures have been obtained) to the Scheduling Office in TCC 330.

Client Information:

| Today’s Date: |  |
| Organization Name: |  |
| Contact Name: | Contact Cell Phone: |
| Contact Email: |  |

Event Information:

| Event Date: | Event Start and End Time: |
| Event Location(s): |  |
| Event Type: (Circle all that apply) | Fundraiser - Reception - Dance - Dinner - Cultural - Competition Other (please specify): |
| Detailed Event Description: (Attach additional pages as needed) |  |

REQUIRED DANCE PROPOSAL APPROVALS
*Signatures below indicate that the proposed dance/social has been reviewed and is approved by you and that all dance/social policies and requirements will be followed.

Primary Contact Signature:
______________________________________________________________
Date: _______________________

Staff/Faculty Advisor Signature:
______________________________________________________________
Date: _______________________

Director of Campus Activities Signature:
______________________________________________________________
Date: _______________________

Office of Fraternity & Sorority Leadership Signature (Greek only):
______________________________________________________________
Date: _______________________

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REQUIRED DANCE PROPOSAL APPROVALS (continued)

*Signatures below indicate that the proposed dance/social has been reviewed and is approved by you and that all dance/social policies and requirements will be followed.

USC Department of Public Safety Signature:

_____________________________________________________________
Date: ______________________

Senior Associate Dean of Student Affairs (Level 1 and 2):

_____________________________________________________________
Date:  _____________________

Associate Vice President for Student Affairs (Level 3 and 4):

_____________________________________________________________
Date:  _____________________