

Late Night Events/Dance Policy

Guidelines and Responsibilities

The purpose of the Late Night Event (LNE)/Dance Policy is to provide a structure for student organizations hosting social events at Missouri Western State University (MWSU). A Late Night Event (LNE)/Dance may be defined as any Friday or Saturday student event scheduled past 11:00 p.m. on campus. Late Night Events must end by 1:00 a.m. and Dances by 2:00 a.m. Student Organizations requesting a LNE/Dance are required to be a recognized student organization by the Student Government Association. All LNE/Dances must be registered in the Center for Student Involvement (CSI) 30 days prior to the event.

All Registered Student Organizations (RSOs) pre-scheduled dance parties, including events, must have a signed contract with the CSI two (2) weeks prior to the event. The RSO is responsible for the conduct of their members and guests during the event. A copy of all the advertisement for the dance party must be turned in within two weeks of the scheduled dance to the CSI. It must be stated that all participants must be 18 or older with valid identification or have a valid MWSU ID.

The RSO hosting the event will be responsible for any damages that occur.

All students and RSOs shall adhere to Missouri Western's Code of Conduct.

The following policy is a minimum set of guidelines to be met by the hosting organization.

Attendance

Dance parties are open to current Missouri Western State University students with valid MWSU ID unless the event is categorized as a special event, i.e. Homecoming. Missouri Western students are only allowed to sign in two guests. Dances are open for non-students to attend provided they are 18 years of age and have valid photo identification (military, driver's license).

Once room capacity has been met, individuals will not be allowed in unless someone leaves. This will be the responsibility of the Assistant Dean of Student Development.

Appropriate measures will be made to ensure Missouri Western is in compliance with any

city ordinance. In addition, the events committee may assist in deciding capacity relative to the event.

Registration

To register a dance party, signatures must be obtained from the RSO campus advisor, president, and two additional members indicating that there will be adequate coverage to manage the building for the event. Adequate coverage is vital and the University Police will be stationary at the dance party. It is the responsibility of the RSO to perform the following tasks:

1. Student organization must check IDs prior to allowing MWSU students/alumni/guests to enter the dance party. Students must show their MWSU ID.
2. Student organization must instruct students to PRINT their name and G# on the sign-in sheet. Student organization must instruct MWSU alumni/guests to PRINT their name, driver's license number, and any former name used while attending MWSU on the sign-in sheet. The RSO must submit the sign-in sheet to the Assistant Dean of Student Development no later than the following Monday.
3. Student organization is responsible for the monitoring of the party on MWSU's campus. There must be two (2) members working the front entrance at all times. There must be one (1) monitoring the party at all times.
4. Student organization must make sure that students are not allowed to take canes, sticks, or other potential weapons into the dance party. Violators will be escorted out of the dance party by the student organization hosting the dance party along with the officer on duty.
5. Student organization must prohibit students appearing intoxicated or otherwise under the influence of alcohol or drugs from entering the dance party. Student organizations must prohibit students from taking any beverage containers opened or closed inside the dance party. If there is a problem, talk with the officer on duty.
6. Student organization must stop allowing students to enter the dance party if the building appears to be at full capacity.

Security

All late night dances are required to have the presence of campus police and the use of metal detectors.

1. Hosting organization should take an active responsibility for their events. Be visible, proactive, and accessible.
2. Hosting organization shall have an advisor (Greek chapter/faculty or staff) or designee (as approved by the Assistant Dean of Student Development) present throughout the entire event. Advisor/designee must be visible and accessible throughout the entire event.
3. The RSO will need to appoint a minimum of one MWSU student to help work each check-in table with no campus officers present, one MWSU student to collect money, and one MWSU student to apply wristbands on the hands of patrons. Also, the organization will help assist with the overall "hosting" of the event as well as clear the room when the dance is over at 1:45 a.m.
4. Wristbands will be provided to the RSO and must be used. All patrons must wear one.
5. The decision to cancel an event on sight will be made by the Assistant Dean of Student Development, University Police, or RSO advisor.
6. Because of security reasons, purses or other forms of carrying bags will not be permitted. Food, drinks, or other types of bags and containers are prohibited.
7. Primary responsibility for confronting patrons creating disturbances will be the responsibilities of the RSO primarily. If the disturbance continues, the Assistant Dean of Student Development, then University Police, should be notified.
8. Admittance to the event is limited to the capacity of the room/building or 1:30 a.m. No guests will be permitted to enter the dance.

Ticket sales by Host Group

Late Night Events/Dances primary focus should be to provide a social outlet and environment for Missouri Western students, not the public. LNEs are not intended to be used as a major fundraiser. If funding was received from Western Activities Council (does not include security deposit), events must be free to Western students and their one guest. Third party promoters are not permissible for Late Night Events.

Philanthropic Events

Any club/organization having a philanthropy event will be subject to approval from the Assistant Dean of Student Development and the Vice President of Student Affairs or his/her designee, if it is defined as a Late Night Event.

Cancellation

The sponsoring organization must cancel all room reservations no less than one week prior to proposed engagement. If a dance is canceled the night of the event due to the absence of an advisor or DJ not showing, a charge no less than \$100 will result. This money will be used toward paying any needed campus resources that might have been needed (security).

(Policy on Non-Admittance to University-Sponsored Activities [MWSU Student Handbook] – Students who attempt to attend university-sponsored activities while under the influence of alcohol will not be granted admission. “Under the influence” can be described as those who are visibly intoxicated. Examples include, but are not limited to, stumbling, using loud or vulgar language, slurred speech, or other disruptive behavior. The determination of “under the influence” will be in the judgment of advisor in attendance.)

Dance Party Registration Form

To register your dance party with the Center for Student Involvement, this form must be completed with signatures in the order listed. Also, by signing this document, you are agreeing that you have read the MWSU Dance Policy Guidelines and agree to adhere to them.

Name of Organization:

Organization President:

Name

G Number

Date

Organization Member:

Name

G Number

Date

Organization Member:

Name

G Number

Date

Organization Member:

Name

G Number

Date

Date of Event (Attach copy of flyer): _____

UNIVERSITY POLICE: Please confirm whether this student organization has an outstanding balance.

NO _____ YES _____

If YES: Amount: \$ _____ Date of Party: _____

Additional Comments: _____

Chief of University Police:

Name Date

Campus Advisor:

Name Date

Assistant Dean of Student Development:

Name Date