

TU Student Late Night Dance/Party Event Standard for Staff Use

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What is considered a “Late Night Dance/Party?”

A Late Night Dance / Party is a dance / party event which exceeds the normal operating hours of the assigned venue / building on campus whose main purpose is for a student social gathering and not solely focused on raising contributions for a charity.

3-STEP Late Night Dance / Party Event Planning Process- Timeline Requirements

STEP 1: RESERVE

Complete the Reservation Form a **minimum of 21 days before** the Late Night Dance / Party event, with confirmation that the group has enough members (10) to put on the event or confirmation that the group has found another SGA approved group to co-sponsor the event.

The student group must identify who their advisor is **from the list of positions below and that person must agree in writing that they will be working the event before the event will be approved. The Event Manager cannot proceed with the event until an authorized advisor is assigned. The advisor must** be in attendance throughout the event. Authorized advisors include and are limited to:

- Associate Director, Student Diversity and Development
- **Senior Director of CSD**
- **Coordinator Student Success Programs in CSD**
- The Coordinator Fraternity & Sorority Life
- Director, Fraternity & Sorority Life
- Director, Student Activities
- **Coordinator of Late Night & Weekend Programs in Student Activities**

STEP 2: PLAN/PROMOTE

Meet with assigned Event Manager to hold **Pre-Event Planning Meeting at least 14 days before the event** with advisor and at least two members of the Student Organization in attendance. No marketing or promoting should occur regarding the event until the Pre-Event Planning Meeting has concluded.

STEP 3: TICKET

Contact Ticket Office **at least 5 business days** from the “**ON SALE DATE**”, to discuss ticketing. *All indoor Large Limited Capacity events will be ticketed.

It is recommended based on the event that the tickets be distributed as follows:

1 ticket per OneCard or 1 ticket per OneCard + 1 guest.

If the above timeline requirements are not met, the event may be CANCELLED*

General Conditions/Requirements

Authorized Event Hours

Late Night Dance/Party events must end by 1am while not exceeding 4 hours in length.

Event Marketing / Communication

Student group sponsoring the event will be responsible for communicating the following points as part of their event promotion. Communication must be reviewed and approved by the Director of Student Activities and the ECS Event Manager while planning the event and prior to any promotional activity. **Failure of the group to properly promote the event may result in the event being cancelled.**

The promotion materials must include:

- The event is limited to Towson University Students.
- Access will be denied to anyone under the influence as determined by event staff.
- The Ticket Office for TU Student tickets only will be open until 1 hour prior to the end of the event until the event is sold out (if the Ticket Office is scheduled to be in attendance in WV Commons).
- Students will not be permitted access without a valid Student OneCard.
Sample marketing including links to all social media must be provided to your Event Manager.

Group Volunteer Responsibilities- See document

Host Organization Students Working the Event:

This document is designed to define the roles and responsibilities of each individual volunteer within a student group to assist Event and Conference Services staff during complex events. For each event, the student group must have **at least 10 and no more than 20 individuals** whose sole responsibility is to be assigned a position described below. A failure to uphold these expectations may result in future rights to hold complex events or the event ending early. **All student organization personnel working the event should have a wrist band on to move from the 4th floor as needed.**

4 Ticket Takers/Gate Assistants in place at all times. This position's sole responsibility will be to collect tickets, and verify ID's to ensure student tickets are accompanied by a valid OneCard belonging to the individual students. This position will need to be firm when access cannot be granted to guests, (I.E. the person does not have a valid ticket or wristband).

Profit Policy

Individual students cannot personally benefit from a student event.

Restrictions & Procedures

- No access to anyone under the influence as determined by event staff.
- Access to the event will be permitted until 12 midnight for those people who have a ticket or are able to purchase a ticket based on availability. The building will be closed with no further access at 12 midnight.
- Late Night Party events are limited to 1 per semester and will not be scheduled during other major events including football games.
- 20 Student organizing staff will be wrist banded prior to the event. In addition, the DJ's staff will be wrist banded to provide access. The wristbands will provide access to the 4th level without a ticket and may leave and re-enter the 4th floor.
- Food and beverages are not permitted in the West Village Commons Ballroom except for the water served in this location. Only water may be brought into the ballrooms.
- The maximum number of non TU student guests permitted will be 30 where members of the host student organization may obtain up to 2 tickets each not to exceed a total of 30 outside guests. Only student members of the host organization may obtain guest tickets.
- Student Access – A ticket and a valid OneCard is required for access. No exceptions.
- Guest Access – A guest ticket, the guest's picture ID and the guests name on the guest list is required for access. No exceptions.
- Late night dance/party events are held only in the West Village Commons Ballrooms with the 3rd and 4th floor lounge areas also reserved.
- 20 Student organizing staff will be wrist banded prior to the event. In addition, the DJ's staff will be wrist banded to provide access. The wristbands will provide access to the 4th level without a ticket and may leave and re-enter the 4th floor.
- All perimeter doors are to be secured at the regularly scheduled Commons closing time.
- Food and beverages are not permitted in the West Village Commons Ballroom except for the water served in this location. **Only water may be brought into the ballrooms.**
- Security will conduct bag search for all guests upon entry. Other security measures will be added as required.
- There is no Re-Entry to this event (4th floor).
- Anyone adjusting the lights or permitting access to the building once secured will be removed from the event.

Event Manager Pre-work

- **Has an authorized advisor agreed to work the event, if not, the event cannot proceed.**
- **The Event Manager must ensure she/he has received the DJ's contract and insurance. If not, contact the AVP of Student Life.**
- **Alert the Ticket Office Manager of the event at least 14 days prior to the event date or a minimum of 5 business days before the tickets are scheduled to go on sale.**

- The Commons Building Manager is to submit a work order through the online work order system to have the Ballroom temperature set at 65 degrees from 9pm – 1am.
- Notify the following Command Center personnel of the event date and times as soon as the event is booked:
 - TUPD Captain – Commander of Control (**Captain Myers**)
 - Director EH&S (Larry Holbrook)
 - Director ECS (Jim McTygue)
- Bring 2 copies of this document with you for your and the other EM's use.
- Bring a copy of the Emergency Exit Read and Safe Management post directions.
- Bring 25 wristbands 20 of which will be issued to the student organization staff who are working the event and up to 5 who will be issued to the DJ's staff.
- Bring 25 sets of ear plugs for use by the EM's and Safe Management staff.
- Schedule to obtain 6 ECS radios for this event.
- Schedule the sound level measuring device for use at the start of the event.

Pre-Event Tasks to be preformed

- Place all signage by 8pm.
- Check the Temperature in the ballrooms to ensure its 65 degrees. If not, call maintenance as ask them to contact Wade Keeney to have the temperature adjusted (Wade Keeney Cell – 410-365-0062).
- Ballroom lighting must be set by 8:45pm. All 2 x 2 lights are to be off. Spot lights in ballrooms A & B are to be on full and must remain throughout the event.
- All projection screens should be in the up position.
- Communicate to the DJ that no Smoke, Haze or Vapor is permitted during the event as it will shut down the HVAC.
- Communicate with the DJ that the music is to immediately stop if the 2' x 2' lights are turned on.
- Provide a copy of the EMERGENCY EXIT AND RELATED ANNOUNCEMENT to the DJ to be read at 10pm.
- Review all positions with the Safe Supervisor with the knowledge of what we are looking for at each position.

Signs Required

- 2 – SOLD OUT
- 3 directional signs explaining where to check in (1st, 2nd & 3rd floors).
- 3 – NO RE-ENTRY WHEN YOU LEAVE THE 4TH FLOOR
- 1 – Strobe light sign in use (4th level outside Ballroom A door).

ESC Radio Distribution

Issue radios to:

- Both ECS Event Managers
- The Commons Building Manager
- The Medic

- The Safe Management Lead Supervisor
- The Command Center.

Venues/Capacity

Capacity is a one-time entry. Do not admit additional guests as others leave the 4th floor. West Village Commons Ballrooms capacity is 550 which includes 30 host student organization guest tickets and 20 host wristbands for working students.

Acceptable Sound Level

Amplified sound level is not to exceed 115 dB as measure with a hand held devise that should be obtained from Tech Services. Ear plugs must be provided to all persons working the event and should be used whenever the main venue is entered.

Staffing Requirements

The hosting student organization will be responsible for additional staff costs related to issues resulting from the event. Host group personnel must remain at their posts at all times during the event.

- 2 ECS Event Managers (one of which must be TIPS certified): (1 hour prior to scheduled event (earlier as required) through event completion and the Commons emptied of all guests). 1 ECS Event Manager stationed on 3rd Floor near Elevators to help direct guests as required. Repositioned to 4th Floor at 12:00am. The 2nd ECS Manager is to remain on the 4th level throughout the event.
- A Command Center will be stationed in the TUPD Sub Station in the lobby of the 2nd floor of the WV Commons. The Command Center will include representatives of the TUPD, EH&S, ECS and a Safe Management Supervisor.
- The Campus Life Staff Representative: (1 hour prior to scheduled event through events completion and the Commons emptied of all guests). The Campus Life Staff Representative is to be located in the 3rd floor reception space to handle TU Student plus Guest, Issues. Repositioned to 4th Floor at 12:00am
- Safe Management Security: **14 + 1** (1/2 hour prior to event start – 1/2 hour after event scheduled unless otherwise required). ***The Event Manager is to include the TU Police in the security and Police staffing discussion.***
 - Safe is to provide radios for staff and the command center & 5 flashlights for the staff inside the ballrooms and for the supervisor.
- University Police: (1/2 hour prior to event start – 1/2 hour after event scheduled unless otherwise required)
 - Outside coverage – To be determine by the University Police based on the logistics of the event.
 - Inside Coverage – 1 behind the 3rd floor access point
 - West Village Commons Ticket Office – 1 with the cashier at all times

- 1 Medic: (Scheduled time – 1/2 hour prior to event start time unless otherwise required)

Ticket Office

All ticketing will be conducted through the University Ticket Office.

- The Ticket Office will provide a copy of the guest list to the Event Manager prior to the start of the event. Only guests who are listed on the guest list and provide a picture ID will be permitted access to the event.
- The Ticket Office will remain open until 1 hour prior to the scheduled end of the event.
- Host members must articulate the names of their guests to the Ticket Office at the time of purchase/issuance.
- Outside guests cannot purchase tickets.
- All guest tickets must be purchased in advance; guest tickets may not be purchased after 4:30pm on Friday.
- The maximum number of non TU student guests permitted will be 30 where members of the host student organization may obtain up to 2 tickets each not to exceed a total of 30 outside guests. Only student members of the host organization may obtain guest tickets.
- Maximum capacity with tickets issued for students and up to 30 outside guests is 530 people in the WV Commons Ballrooms. 530 Tickets including the 30 outside guests.
- TU students will be able to purchase tickets for themselves the evening of the event as long as the event is not sold out and the Ticket Office is open or present at the West Village Commons.
- Student Access – A ticket and a valid OneCard is required for access. No exceptions.
- Guest Access – A guest ticket, the guest's picture ID and the guests name on the guest list is required for access. No exceptions.
- The Ticket Office will deposit collected funds with the Auxiliary Cash Office.

Staff Detailed Responsibility & Positioning

WEST VILLAGE COMMONS BALLROOMS

- 1 Safe Staff located at the Information Desk on the 1st floor
- 1 Safe Staff located inside the 2nd floor perimeter doors
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- 3rd FLOOR
 - Ticket Office Personnel located at the reception desk in the 3rd floor lobby to sell any remaining tickets to TU Students who have a valid student OneCard and for will call pick up. If Ticket Office personnel are not scheduled, neither of these services will be provided.
 - 1 Safe Staff in the elevator lobby to direct guests walking up the stairs to enter the 3rd floor and not allow access to the 4th floor.
 - 2 Safe Staff to conduct bag checks on the 3rd level. No one past this point without a ticket. 1 Safe staff will be relocated to the Ballroom after the main rush of guests as possible.
 - 1 Campus Life representative on floor to handle issues.
 - 1 Safe Supervisor on the 3rd level.
 - 1 ECS Event Manager on the floor to oversee the access gate.

- 4th FLOOR
 - Medic located at the main hallway perimeter door (door open to the ballrooms)
 - 1 Safe staff located in the service hallway between the perimeter door & freight elevator (door open to the ballrooms) to ensure no entry or exiting unless during evacuation. No access permitted from the fire tower or freight elevator.
 - 1 Safe Staff at the exit door in the hallway past Ballroom C to ensure no entry or exiting unless during evacuation.
 - 1 Safe Staff located in Elevator Lobby ensuring no entry via 4th Floor elevator or stairs. Communicate to everyone leaving “NO RE-ENTRY”.
 - 1 Safe Staff at the fire tower doorway to ensure no entry or exiting unless during evacuation.
 - 1 Safe staff at the top of the marble stairs between the 3rd & 4th floor reception areas. No one exits this way and only Student Organization personnel wearing the appropriate wrist band may use the stairs to go between floors.
 - 3 Safe staff roaming inside the ballroom (ensure they are aware the lights are to remain on throughout the event).
 - 1 Safe Supervisor roaming the Ballroom and checking on other staff
 - 1 ECS Managers roaming the Ballroom or at the entrance to the Ballroom

- COMMAND CENTER
 - TUPD Captain or substitute
 - Director EH&S or substitute
 - Director ECS or substitute
 - Safe Management Supervisor

Tax Liability

Concession sales and/or other forms of income, such as admissions charges, may result in a tax liability to the organization. Proceeds may also be subject to retail sales or amusement tax. Tax information is available and settlement of tax monies owed will be handled by the Ticket Office located in room 110 of the University Union. (if need be, student groups can get tax ID from the University).

Required Public Announcements

The below announcement is to be made by the DJ at the start of the event.

EMERGENCY EXIT AND RELATED ANNOUNCEMENT

“Ladies and Gentlemen: Welcome to Towson University! At this time we would like to remind you of the following:

Towson University is a smoke-free campus. Smoking is prohibited anywhere on campus.

In the event of an emergency, please proceed to the nearest marked exit in calm and orderly fashion.

Thank you for your cooperation!”

Group Volunteer Responsibilities for Operation of Complex Events:

Host Organization Students Working the Event:

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