



Dance/Party Policy and Guidelines

Recognizing the need for safe social activities and to promote the principles of civility by the College, the Student Life Division at Berea College developed these general guidelines for dances/parties held in Berea College facilities. Please review this policy prior to submitting your request for facility use. Please note that this dance policy is for all recognized clubs and organizations holding dances in any facility at Berea College. Failure to meet all the policies and procedures for events with dances could result in cancellation of the event or the denial of future events. Clubs and organizations who fail to adhere to the following policies are subject to further disciplinary action.

Definitions

This policy applies to any recognized club/organization that wishes to have a dance at Berea College. A dance is defined as a social gathering where the primary focus is to dance for entertainment purposes. A guest is defined as a dance participant who is not a member of the sponsoring organization(s) and is invited by a member to attend in accordance with the following guidelines.

Procedures and Expectations for Dances/Parties

Recognized Clubs and Student Organizations wishing to host a Dance/Party must:

- Be registered with Berea College Student Life as an organization through the Student Organizational Council process
- The organization must be in good standing (currently registered, active, not on probation or suspension) with Berea College Student Life
- Reservations must be submitted through Outlook 1 month prior to the date of the event (please see Coordinator of Student Involvement and Engagement or designee for training)
- Recognized Clubs and Student Organizations must attend mandatory training (1 per academic year) prior to being approved for dance/party unless an exception is granted from the Assistant Vice President of Student Life
- Follow the procedures for Dances/Party as outlined in this document
- Meet with a designated Berea College Student Life Team Member to review security plan at all designated times designated by the Associate Dean of Student Life
- The event must be submitted on B-Linked 15 days prior to the event to market the event to the student body
- Monitor the music selections and report to the Event Manager when a song is inappropriate
- Submit photos/attendance information to B-Linked within 1 week of the event
- The sponsoring organization is expected to sign an Oath of Accountability provided by Student Life and submitted before the beginning of the event

Scheduling

The sponsoring organization must submit a Dance Request form (located in B-Linked on the Student Life page) to the Student Life office at least thirty (30) business days prior to the dance. A sponsoring organization representative must arrange and meet with the designated Berea College Student Life Team Member to confirm dance details, estimate of attendance, facility use, room set up, admission procedures, security, fees, and roles and responsibilities (see B-Linked form for meeting details.) Berea College Student Life will notify Public Safety of the dance. A sponsoring organization representative must also arrange a meeting with a designated Berea College Student Life Team Member one week prior to the scheduled dance/party event to ensure that all protocol/security measures are being met.

Attendance

1. Berea College students must present a valid Berea College student picture ID for admission (IDs will be scanned and used for assessment and safety purposes).
2. All other attendees must be 18 years of age or older and provide appropriate identification.
3. All guests must be 18 years or older (must present valid identification) and be signed in as a guest of a Berea College student. All guests must be signed in at the same time. If a guest is under 18 (ex. a student who is not yet 18 years or older) they must get permission from Associate Dean of Student Life to enter the dance.
4. The Berea College student will be held responsible for the behavior of their guests and will be held accountable for any violations listed under the Berea College Student Hand Book. Violations will be referred to Berea College Judicial Team.
5. The sponsoring club or student organization has the right to determine a dress code or theme.
6. Event staff will assist with traffic flow and ensure that proper procedures are followed.
7. If anyone leaves the dance, they must remain in viewing distance (up to 15 feet) of the exit to be permitted back into the event. No re-entry will be allowed unless designated by the Associate Dean of Student Life.

Capacity Limitations

Dance/parties cannot exceed fire code capacity. If the dance/party is expected to exceed capacity (Jazzy Nights/Homecoming, etc.) the sponsoring organization(s) must adhere to the discretion of the Associate Dean of Student Life to apply rules/regulations to adhere to capacity guidelines (tickets, wristbands, and/or other means of controlling attendance.)

Guest Policy

The sponsoring organization is responsible for the behavior of its members and guests. All guests must have a valid photo identification card. All guests must be signed in at the same time. The Berea College student will be held responsible for the behavior of their guests and will be held accountable for any violations listed under the Berea College Student Hand Book. Violations will be referred to Berea College Judicial Team. Berea College reserves the right to ask any guest to leave at any time.

Security

Security is required for all student dances and parties. Security requirements are as follows:

1. All attendees must show a valid Berea College student identification card at the door. All non-Berea College students must provide a valid driver's license or ID at the door.
2. All entrances into the dance are to be monitored to ensure all attendees are checked in.
4. The Registered Club and Student Organization sponsoring the dance or party is responsible for naming Event staff and workers (see attached descriptions). These individuals will be responsible for helping monitor event policy violations and will immediately report such observations of disorderly or suspicious conduct to the Event Manager and/or Berea College Public Safety Officers. Event staff must be identifiable in some manner (name tags, t-shirt, hat, wristbands, etc.) as approved by Berea College Public Safety. At the conclusion of the event, Event Staff must assist Berea College Public Safety in assuring the smooth exit of all attendees from dance/party location and the immediate premises.
5. All Event staff are required to meet with Berea College Public Safety and Student Life Team Member (COD) approximately 1 hour prior to the start of the dance to review safety and security procedures as well as determine any damage prior to the start of the event.
6. Berea College reserves the right to refuse admission to anyone. Berea College reserves the right to end the event at any time if they feel that canceling the dance is in the best interest and safety of the dance guests.
7. Alcoholic beverages, drugs, and weapons are prohibited at dances. No outside food or drinks will be allowed.
8. No coats, bags, or backpacks. All persons will be searched at entrance.
9. The DJ will be responsible for encouraging attendees to exit at the end of the event. This can be done through song selection.
10. The sponsoring organization shall be responsible for clearly communicating the security plan to attendees. This can be accomplished via e-mail, verbiage on the flyer, promotional videos, etc. or any combination of these methods.

**Berea College
Dance/Party
Job Description**

Door Monitors (4 – may vary)

Duties

1. A door monitor shall be placed at every set of doors that leads to the location of the event. Each set of doors will have a door monitor assigned. A door monitor will stay in position the entire length of the event or until relieved by another monitor. Doors that are not entry doors must be covered in paper with a sign on the outside stating “no entry”. Identify what door will be used for entry. Place a sign stating “exit only” (if applicable) on the inside of the door.

2. All door monitors are required to be identifiable in some manner (name tags, t-shirt, hat, wristbands, etc.) while stationed at the doorway.

3. Any door found unmonitored will be reported by Berea College Public Safety to the Event Manager with the expectation that the situation be resolved immediately.

I have read and agree to the above descriptions and responsibilities.

_____	_____	_____	_____
Print Name	Signature	B #	Date
_____	_____	_____	_____
Print Name	Signature	B #	Date
_____	_____	_____	_____
Print Name	Signature	B #	Date
_____	_____	_____	_____
Print Name	Signature	B #	Date

**Berea College
Dance/Party
Job Description**

Professional Staff (2)

Professional staff must be preapproved by the Berea College Student Life on the Dance Request Form (B-Linked.) Students cannot serve as Professional staff.

Duties

1. Professional staff are required to be at the specific event one hour prior to the start time to meet with members of Public Safety and Student Life. If all listed Professional staff are not present the event will not begin. The organization will be given 30 minutes to replace any no show Professional staff, with a preapproved Professional staff. If no alternate has arrived after the 30 minutes, then the event will be cancelled.
2. Professional staff should assist the Event Manager in ensuring that the event is conducted according to the rules and policies of the college concerning such events.
3. All chaperones must stay until the event is completed and all clean-up has been completed.

I have read and agree to the above descriptions and responsibilities.

Print Name

Signature

B #

Date

Print Name

Signature

B #

Date

**Berea College
Dance/Party
Job Description**

Scanners (2)

Qualifications

1. Must be a currently enrolled Berea College student.
2. Must be a member of the organization hosting the event.

Duties

1. Collect appropriate ID/information from guests wishing to enter event using scanners.
2. Be vigilant for guests trying to sneak past and gain entry without providing identification.
3. After doors have closed for the event, submit all attendance to B-linked.
4. Must be identifiable in some manner (name tags, t-shirt, hat, wristbands, etc.) at all times when working the door.

I have read and agree to the above descriptions and responsibilities.

_____ Print Name	_____ Signature	_____ B #	_____ Date
_____ Print Name	_____ Signature	_____ B #	_____ Date

Timeline to Follow

- The sponsoring organization must submit a Dance Request form (located in B-Linked on the Student Life page) to the Student Life office at least thirty (30) working days prior to the dance.
- A sponsoring organization representative must submit available times to meet with a Student Life Team Member on the B-Linked form before the form can be approved.
- Your event will either be approved as is, approved with changes, or denied. If your event is approved, you may begin advertising and preparing. Please do not advertise before your event is approved.
- A sponsoring organization representative must meet with a Student Life designee one week before the scheduled dance to review all final logistics.
- All working members of the dance, including advisors or Student Life staff, must meet an hour prior to the beginning of the dance to conduct a walk through and to go over procedures.

This policy is subject to change at discretion of Student Life Department.

Please check here that you have read the above agreement carefully

_____	_____	_____	_____
Print Name	Signature	B #	Date
_____	_____	_____	_____
Print Name	Signature	B #	Date
_____	_____	_____	_____
Print Name	Signature	B #	Date
_____	_____	_____	_____
Print Name	Signature	B #	Date