

WESTERN ILLINOIS UNIVERSITY

Scheduling & Event Services
Office of Student Activities

298-2421
298-3232

DANCE AUTHORIZATION FORM

Name of Organization: _____ Today's Date: _____

Name/Description of Activity: _____

Dates Requested: _____ Organization Account #: _____
(month/day/year)

Setup Time: _____ AM/PM Start Time _____ AM/PM End Time: _____ AM/PM

Location Requested: _____ Fire Code - Heritage Room - 600
Grand Ballroom - 1200
Attendance Expected: _____ Olson - 400

Event Information: Charging Admission? ___yes ___no
Serving Food? ___yes ___no
Open to Public? ___yes ___no
Selling Anything? ___yes ___no
Technical Assistance ___yes ___no

Statement of Responsibility: The sponsors of this event will abide by the university expectations and policies that apply to this activity. They assume responsibility and guarantee payment for any damage to university facilities, including buildings, lawn, trees, shrubs, benches, fences, etc., caused by sponsor or participants of this activity. We have read the notes on the back of this form.

The representative(s) signing on behalf of the sponsoring organization warrant that he/she has the authority to contractually bind the organization to the agreement.

Organization President: _____ Signature: _____

Address: _____ Phone: _____ Date: _____

Organization Advisor: _____ Signature: _____

Address: _____ Phone: _____ Date: _____

SECURITY IS REQUIRED FOR EVENT
(Sponsor must complete Security Request Form)

APPROVED BY:

Director, Office of Student Activities Date: _____

Assistant Director, Office of Student Activities Date: _____

Representative, Scheduling & Event Services Date: _____

This authorization form must be completed and returned to the Scheduling and Event Services in the University Union NO LATER than 12-noon on the date two weeks prior to the date of event or event will be cancelled.

Social/dance events sponsored by WIU student organizations must be consistent with the educational mission of the institution. Student organizations are responsible for ensuring that a safe and orderly environment is provided to those who attend their events. To help ensure that this safe environment exists, the following policies and expectations will be enforced.

1. To confirm space for a social (dance/party) event, a Dance Authorization Form must be completed by the student organization. Upon completion of the form, a representative of the sponsoring organization must meet with either the OSA Director or an OSA Assistant Director to review estimated attendance, charges, and dance policies and expectations. The form must then be submitted to the Scheduling and Event Services by **noon on Wednesday of the week prior to the date of the event.**
2. Concert Safety Corps personnel are required at the event to help maintain a secure environment. It is the responsibility of the group to manage all aspects of the social event. Concert Safety Corps is responsible for responding to observed or reported violations of State law and for reporting violations of University rules and regulations.
3. Requests for Concert Safety Corps must be completed and submitted to the Scheduling and Event Services by no later than **noon on Wednesday of the week prior to the date of the event – along with a payment of \$206.00 to cover security charges. This payment is not refundable after the previously stated deadline.** This will confirm security coverage of five personnel for 4 hours, plus the administrative fee of \$15. Any additional charges will be billed to the sponsoring organization following the event.
4. The sponsoring organizations must identify at least **six (6) monitors** who will be directly responsible and present throughout the event. Those individuals must report their presence to and meet with Concert Safety Corps (CSC) personnel at least one-half hour prior to the start and at the close of the scheduled event and be responsible for completing any necessary forms.
5. **Social (dance/party) events will begin at 9:00 p.m. and end at 12-midnight unless otherwise approved at least two weeks in advance.**
6. All people attending the event will have to show a photo identification card (ID).
 - Western Illinois University (WIU) students must present a valid student ID
 - **All others must present a driver's license, state ID, or photo ID from another college or university. Name and ID number on a roster maintained by those working the event will register the attendees, in writing.**
7. **A faculty/staff adviser must be present at any student organization social event.** This University representative is expected to take an active role in the presentation of an orderly event.
8. Under no circumstances will the use of alcoholic beverages or drugs be permitted in the building or on the grounds around the building. **If evidence of alcohol or drug usage is found at the event, the sponsoring group will be held accountable.**
9. The groups will be responsible for displaying a large sign that states, **“University rules and regulations will be strictly enforced at all times.”** Groups will be responsible for borrowing and returning the poster to the Office of Student Activities.
10. **NO SMOKING** will be permitted in any University facility.
11. The groups assume all responsibility for all damages incurred during the activity. The sponsoring organization will be billed for any damage to the building or surrounding area.
12. No **food or beverages** may be served unless purchased from the University Union.
13. It will be the responsibility of the group to **announce the end of the event and turn on all lights at 12-midnight. All music and entertainment activity must cease at 12:10 a.m.** On request, CSC will assist sponsoring group monitors in verbally instructing people to leave after the music and entertainment activity concludes. The sponsoring group remains primarily responsible for escorting people out of the building. **The building must be cleared by no later than 12:30 a.m.**
14. All groups shall conduct a **visual surveillance** of the public areas adjacent to the facility where the social/dance is hosted and for maintaining an **awareness of what is going on in the area of their event.** It is the group's responsibility to immediately report suspected university rules violations or inappropriate behavior to CSC personnel.
15. **Failure to comply** with any of the expectations expressed in this document will result in the sponsoring organization losing the privilege of using University facilities to host similar activities. The length of any facility suspension shall be determined by the totality of the circumstances involved, including prior situations where the sponsoring organization failed to abide by the expectations mentioned herein.
16. **To avoid charges to sponsoring organizations, cancellation of any social event must be made 24-hours prior to the date of the event.**