

Dance Party

A Garrett Cultural Center dance party is defined as any “dance, mixer, or social gathering” in which money is paid by students to the student organization in order to enter an event for pleasure or entertainment.

Dance parties are opened to Bradley University Students with a BU ID card, Students from other colleges/universities with a student ID card, and Bradley University Alums with a valid driver’s license.

All student organization’s pre-scheduled dance parties (**including other events**) must have a signed contract with the Office of Multicultural Student Services two weeks prior to the event.

A copy of all advertisements for the dance party must be turned in to the Office of Multicultural Student Services at the time of registration.

Registration

To register a dance party, signatures must be obtained from the student organization’s 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 Campus police will be stationary at the dance party. It is the **responsibility** of the sponsoring student organization to perform the following tasks:

1. Student organization must check ID’s prior to allowing students to enter the dance party. Students must show a Bradley University or other college picture ID. ***Special guests/occasions (list of names and drivers license) must be cleared with director 72 hours before the event.*** Bradley University Alums must present a valid driver license and indicate on the sign-in sheet any former names used while attending Bradley University.
2. Student organization must instruct students to **PRINT** their name, college id number and the name of the institution on a sign-in sheet. Student organization must instruct Bradley University Alums to **PRINT** their name, driver’s license number and any former name used while attending Bradley University on the sign-in sheet. The sign-in sheet must be given to the Student Worker at the end of the party.
3. Student organization is responsible for the monitoring of the party in the Garrett Cultural Center. There must be two (2) members working the front entrance at all times. There must be (1) member working the rear hall way and exit area at all times.
4. Student organization is allowed to use their own special lighting system such as strobe lighting to illuminate the Garrett Cultural Center.
5. 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.

6. 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.
7. Student organization must stop allowing students to enter the dance party if the building appears to be at full capacity (250).
8. Student organization must communicate with the officer on duty in the event of an emergency, as well as complete an incident form and place it under the 2nd floor office door of the Garrett Cultural Center prior to leaving the building.
9. Student organization must stop the DJ from playing music at 1:00 a.m. sharp! No DJ announcing of after hours parties. **NO EXCEPTIONS!!**
10. Student organization must turn on the lights in the Garrett Cultural Center at 1:00 a.m. indicating to guests that the dance party is over.
11. Student organization must make sure that all students clear the building as soon as the dance party ends.
12. Student organization must clean the building to ensure that it is ready for the next event and clear the Garrett Cultural Center by 1:30 a.m. sharp so that the officer on duty can secure the building.
13. Student organization must pay a \$20 per hour fee for each Bradley University officer on duty working the dance party. Payment must be delivered to the Bradley University Police Department, Monday morning following the dance party.

Advertisement

All advertisements must announce that dance parties are opened to Bradley University students with a BU ID card, Students from other colleges/universities with a student ID card, and Bradley University Alums with a valid driver's license. A copy of all advertisements must be turned in to the Office of Multicultural Student Services when the dance party is registered.

Duration

All student organization dance parties/events shall end no later than 1:00 a.m. The DJ must stop the music sharply at 1:00 a.m. and the Garrett Cultural Center must be cleared by 1:30 a.m.

Incident Forms

An incident form will be given to the student organization when registering a dance party. The form must be placed under the 2nd floor office door at the Garrett Cultural Center prior to leaving the building whether an incident occurs or not. The officer on duty will complete an incident form giving the staff their observation of the event as well.

Securing the Building

The Garrett Cultural Center is secured when it is returned to its original condition prior to its use. The building must be vacuumed and the trash must be taken out. The officer on duty will let the student organization hosting the event into the utility room to retrieve cleaning items necessary to ensure that the room is ready for use again. Student organization will be assessed an \$80.00 cleaning fee if Bradley University staff has to clean the building after your event. All damages to the building which require additional cleaning beyond that which is normal will be assessed a fee based on the damages (including the replacement of broken windows, furniture, fixtures, and PA system). **FAILURE TO PAY THE FEE WILL RESULT IN THE DENIAL OF FUTURE RESERVATION REQUEST WHETHER SPONSOR OR CO SPONSOR OF AN EVENT.**

No Tolerance Policy

The following inappropriate behavior is NOT allowed in the Garrett Cultural Center:

- Alcohol
- Smoking
- Fighting
- Pushing/ Shoving
- Possession of firearms, canes, sticks, or other potential weapons
- Consumption of alcoholic beverages
- Use of illegal drugs

Students who chose to exhibit any of these behaviors will not be allowed to attend **ANY** events hosted at the Garrett Cultural Center for a minimum of one full year from the date of the violation. **NO EXCEPTIONS!**

Safety Issues

A minimum of two Bradley University Police Officers will be in attendance at each event. *Effective the Fall Semester 2008 the Dance Party Sponsoring Organization will be responsible for paying \$20 per hour for each Bradley University officer on duty working the event.* Payment must be delivered to the Bradley University Police Department, Monday morning following the dance party.

At NO time should ANY doors allowing entry/exit be blocked or propped open with any object, as it will prevent easy escape in case of fire.

No material should be used to cover the glass on the two entry doors to the auditorium at any time. The stage light shall remain on during the duration of the event. All windows must be closed and locked before leaving.

Cancellation of the Event

All cancellation of events shall happen at least three business days prior to the event commencing. When the building is reserved, it is not available for other potential users. Therefore, a \$40.00 fine will be assessed to all student organizations who fail to cancel an event in writing within three days of the event. All fines must be paid prior to any future use of the building. A notice of all unpaid fines will be sent to the Director of the Student Center as well.

Failure to Comply

Student organizations who fail to comply with the Dance Party Guidelines will lose the privilege of using the Garrett Cultural Center for future events.

GARRETT CULTURAL CENTER BUILDING INFORMATION

1. Dance parties are opened to Bradley University students with a BU ID card, Students from other colleges/universities with a student ID card, and Bradley University Alums with a valid driver's license.
2. Dance parties, or events, are given by recognized registered student organizations. Registered student organizations in good standing will have priority in reserving rooms. *(Only registered organizations are considered "recognized" and are permitted to use University facilities free of charge or at reduced rates.)* ***Student Handbook Facilities Regulations page 31-32.*** Multicultural Student Services reserves the right and will verify recognized student organizations.
3. Garrett Cultural Center Dance Party policy does not allow non-registered student organizations to give dance parties or events.
4. Garrett Cultural Center Dance Party policy does not allow registered student organizations with a HOLD for unpaid fees to give dance parties.
5. Registered/recognized student organizations are not to sponsor, co-sponsor or host dance parties or events on behalf of any unrecognized group. If an organization chooses to sponsor such an event that organization risks sanctions against it.
6. In compliance with the nonsmoking policy of Bradley University. The sponsoring recognized student organization must assist Multicultural Student Services Staff with enforcement of this policy. Smoking and the consumption of alcohol is prohibited in all areas of the Garrett Cultural Center.
7. A copy of all advertisements for the dance party must be turned in to the Office of Multicultural Student Services at the time of registration.
8. Student organizations who fail to comply with the Garrett Cultural Center Dance Party policy will lose the privilege of using the Garrett Cultural Center for future events.

Garrett Hall Reservation Form

To reserve the Garrett Cultural Center, this form must be completed front and back with signatures in the order listed. Also, by signing this document, you are agreeing that you have read the Dance Party Policy Guidelines and agree to adhere to them:

_____, NAME OF ORGANIZATION

_____/_____/_____. ORGANIZATION PRESIDENT
NAME BU ID# DATE

_____/_____/_____, ORGANIZATION MEMBER
NAME BU ID# DATE

_____/_____/_____, ORGANIZATION MEMBER
NAME BU ID# DATE

_____/_____/_____, ORGANIZATION MEMBER
NAME BU ID# DATE

_____, DATE OF EVENT (ATTACH COPY OF FLYER)

UNIVERSITY POLICE: PLEASE CONFIRM WHETHER THIS STUDENT ORGANIZATION HAS AN OUTSTANDING BALANCE:

_____ YES AMOUNT \$ _____ INCLUDE PARTY DATE _____
COMMENTS: _____

_____ NO

_____/_____, CHIEF - UNIVERSITY POLICE
NAME DATE

_____/_____, CAMPUS ADVISOR
NAME DATE

_____/_____, ASSOCIATED DIRECTOR FRATERNITY
NAME DATE AND SORORITY LIFE

_____/_____, DIRECTOR MULTICULTURAL STUDENT SERVICES
NAME DATE

Multicultural Student Services
 2nd Floor
 Garrett Cultural Center
 824 N. Duryea, Peoria, IL 61625
 Telephone: 309/677-2646 / Fax: 309/677-3739

Garrett Hall Reservation Form

Student Organization: _____

Event Title: _____

Contact Name: _____ BU ID: _____ Phone Number: _____

Address: _____

Type of Event: Social ____ Workshop ____ Meeting ____ Game Night ____ Party ____ MV Night ____ Other ____
 (All Cancellation of Events must be made three days prior to the event. A \$40 fine will be assessed if the Student Organization fails to cancel.)

Room Requested	Day and Date	Start time	End Time	Food Yes/No
GARRETT HALL				

IT IS MUTUALLY AGREED THAT THE STUDENT ORGANIZATION:

1. Student organization must check college/university ID prior to allowing students to enter the dance party. Bradley University Alums must present a valid driver license. *Special guests/occasions (list of names and drivers license) must be cleared with director 72 hours before the event.*
2. Student organization must instruct students to **PRINT** their name, college id number and the name of the institution on the sign-in sheet. Student organization must instruct Bradley University Alums to **PRINT** their name, driver's license number and any former name used while attending Bradley University on the sign-in sheet. The sign-in sheet must be given to the Garrett Cultural Center Student Worker at the end of the evening.
3. Student organization is responsible for the monitoring of the party in the Garrett Cultural Center. There must be two (2) members working the front entrance at all times. There must be (1) member working the rear hall way and exit area at all times.
4. Student organization is allowed to use their own special lighting system such as strobe lighting to illuminate the Garrett Cultural Center.
5. 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.
6. 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, report it to the officer on duty.
7. Student organization must stop allowing students to enter the dance party if the building appears to be at full capacity (250).
8. Student organization must communicate with the officer on duty in the event of an emergency, as well as complete an incident form and place it under the 2nd floor office door of the Garrett Cultural Center prior to leaving the building.
9. Stop the DJ from playing music at 1:00 a.m. sharp! No DJ announcing of after hours parties. **NO EXCEPTIONS!!**
10. Student organization must turn on the lights in the Garrett Cultural Center at 1:00 a.m. indicating that the dance party is over; make sure that all students clear the **building** as soon as the dance party ends and clean the building to ensure that it is ready for the next event.
11. Student organization must pay a \$20 per hour fee for each Bradley University officer on duty working the dance party. Payment must be delivered to the Bradley University Police Department, Monday morning following the dance party.
12. Student organization **MUST** enforce the No Tolerance Policy.
13. Student organization must clean the building, or will be fined \$80 if the Garrett Cultural Center is left unclean.
14. Student organization will be charged for any damages to the building requiring additional cleaning and/or repairs based on the damages (including the replacement of broken windows, furniture, fixtures, and PA system). **FAILURE TO PAY THE FEE WILL RESULT IN THE DENIAL OF FUTURE RESERVATION REQUEST WHETHER SPONSOR OR CO SPONSOR OF AN EVENT.**

SIGN BELOW AND RETURN TO THE OFFICE OF MULTICULTURAL STUDENT SERVICES. THE FORM WILL BE RETURNED TO THE STUDENT ORGANIZATION TO GAIN ACCESS TO THE BUILDING.

 Student Organization - Signature

 Date

 DIRECTOR

 Date

Scheduled Status: Pending _____ Pending Payment _____ Approved _____ Denied _____

**GARRETT CULTURAL CENTER - DANCE PARTY INCIDENT FORM
ORGANIZATIONAL USE**

Name of Organization: _____

CHECKLIST

Please check off below as you do the items listed.

Please check

- ___ 1. Check ID's prior to allowing students in the party
- ___ 2. Have participants sign-in
- ___ 3. Stop allowing students in when building is to capacity
- ___ 4. Report emergency situations to officer on duty
- ___ 5. Stop the DJ from playing music at 1:00 a.m. sharp
- ___ 6. Turn the lights on in the auditorium promptly at 1:00 a.m. indicating that the party is over.
- ___ 7. Clean the Building
- ___ 8. Clear the building by 1:30 a.m. sharp so campus police secure it
- ___ 9. Complete the incident form and place under the 2nd floor office door at the Garrett Cultural Center prior to leaving the building whether an incident occurs or not.

OVERALL, HOW DID THE EVENT GO?

Signature:

Student Organization Member

Date

