

Student Union Student Organization Late Night Dance Party Policy

The purpose of the Late Night Dance Party Policy is to manage the usage of the Student Union and to ensure the building, its contents and users are kept safe and secure while allowing student organizations to sponsor dance party events for Rhode Island College students and other local college organizations attending. Dance Parties include cleared dance floor and outside guests.

Hours

- Late Night Dance Parties are to be held on Thursdays, Fridays and Saturdays and will end by 1 a.m.
 - No one will be admitted or re-admitted to a dance party event after 12 midnight
 - The building must be emptied of all bands, DJ's, etc. by 2 a.m.

Pre-Event Conference

- After a RIC Rooms Reservation is requested the room will be put on HOLD status.
- Student organizations then submit a Student Union Student Organization Late Night Dance Party Policy Worksheet to schedule the pre-event conference with the Student Union Director, student organization officer and advisor(s) of all sponsoring organizations. This meeting is to take place no less than 4 weeks prior to anticipated event date to review the terms of the Late Night Dance Party Policy, Event Management Guidelines and finalize details.
- The pre-event conference will include a review of certain procedures and documents required related to the event.
- The event will be CONFIRMED after the pre-event conference.

Admission

- RIC Students with current RIC ID and Driver's License/State ID
- Local College Students with college ID *and* Driver's License/State ID 18+
- Event must include an admission price
- Patrons must wear wristbands, which are to be cut and kept by sponsoring group upon departure
- All guests will sign in and are required to proceed through pat down process through designated representatives

Advertisement

- Target all forms of advertising to college students only (i.e. posting exclusively on campuses, etc.).
- Promotional materials must include the following:
 - Event Name
 - Day, Date
 - Start Time -1:00am - Doors close at 12:00am
 - Rhode Island College Student Union Ballroom
 - Admission Price
 - RIC Students with current RIC ID and Driver's License/State ID
 - Local College Students with college ID and Driver's License/State ID 18+
 - Name of all sponsoring organizations
- All advertising must be submitted and approved by Student Union staff, no less than 2 weeks prior to event date, to ensure that event details are finalized and all relevant details are included in all advertising.
- Sponsoring student organizations are to be mindful that advertising before approval may have consequences that impact the event or future events.

Alcohol/Drugs

- No weapons, alcohol, illegal drugs or smoking are allowed at the event.
- Under no circumstances should persons who appear intoxicated or under the influence of drugs be admitted to the event. This must be strictly enforced by the sponsors and the security detail.

Staffing

- The student organization officer must be present throughout the event and advisor coverage coordinated with Director of the Student Union.
- Any issues during the event will be reported immediately to the SU Staff person. Representatives from the sponsoring organization, SU Staff and security personnel are to convene for a post-event meeting. A record of the event will be generated by the SU Staff based upon this meeting.

The Director of the Student Union has the authority to cancel the event and make decisions on related issues with just cause.

For more information and to discuss planning a Late Night Dance Party, contact Kristen Salemi, Director of the Student Union, at ksalemi@ric.edu or 456-8538.

Updated 10/15/18

