



## Student Organization Dance/Large Social/Probate Event Policy

The University of Missouri – Kansas City has the responsibility to maintain a safe and secure environment for the campus community in all of its facilities. The following policies have been adopted to insure equitable treatment and a safe, secure environment among student groups who wish to host a dance/social event on the UMKC campus.

You must meet three of the following criteria.

- Dance
- Extends past 11:00 PM
- Over 100 people
- Alcohol Involved
- Community (non-UMKC students) involved.

### Eligibility

1. Only UMKC student organizations that have been fully recognized by the Student Government Association and have an approved version of the organization's constitution by-laws on RooGroups are eligible to host a dance, large social, or probate event.
2. An up-to-date officers' listing, including the faculty/staff advisor, must be on RooGroups.
3. Probate: Intake must have been submitted prior with OSI (completed paperwork).

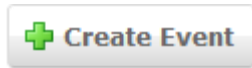
### Definition of UMKC Student Organization Dance/Social Event

1. Any event in which individuals are actively involved and participating in such functions constitutes a dance/social/probate event. This includes, but is not limited to all types of dances, concerts, social gatherings, etc.
2. A non-social event is defined as having non-participating audience. Examples of a non-social event would include lectures and speakers, talent shows, fine arts performances, and organization meetings.

### Reservation Process

1. Dance, large social, or probate events that will include catering, will need to be submitted as an event in RooGroups three (3) weeks prior to the date of the event.

2. Cultural Shows or Large-scale concerts will need to be submitted as an event in RooGroups eight (8) weeks prior to the date of the event.
3. Events must be submitted through RooGroups by going to the organization's page, click on the Events tab, and then with proper administrative privileges, the Create Event button will be displayed.



4. On this form, the names of student marshals, on-site advisor, and faculty/staff will be listed at the time of submission. Event venues/locations are not considered reserved until proper approval has been applied. There must be one student marshal per 50 people in attendance, or four student marshals, whichever number is higher.

#### Student Organization On-site Point of contacts (POC)

1. Student marshals must be current UMKC students and members of the sponsoring organization.
2. There will be one student marshal per 50 people in attendance or a minimum of four marshals, whichever is greater.
3. Event Assistants consist of the current on-site Faculty/Staff advisor of the organization and at least one representative from the Office of Student Involvement.
4. At least One UMKC Police Officer must also be in attendance at all dance/social/probate events.

#### Duties of Student Marshals

1. Student marshals must arrive one-half hour prior to the beginning of the event to review procedures with the event assistants and the Student Union manager. Student marshals assist in the smooth operation of the event.
2. Student marshals must wear an identifying badge or name tag that identifies them as a student marshal. They are available in the OSI office.
3. Student marshals will ask students and their guest who have alcohol and/or controlled substances to dispose of such items, or they must leave the event.
4. Student marshals must show initiative to make sure that all UMKC risk management, rules and guidelines are fulfilled prior to admittance, during, and immediately following the event.
5. Student marshals must assist the crowd in exiting the venue through the nearest exits in an emergency and after the event concludes.
6. When a problem occurs, the marshals are expected to request the aid of the event assistants.

#### Duties of the Event Assistants

1. The event assistants are required at all dance/social/probate events that consist of the current on-site Faculty/Staff advisor and at least one representative from the Office of Student Involvement.
2. The event assistants must arrive one-half hour prior to the beginning of the event to review procedures and plans for the evening with the Student Union manager.

3. The event assistants will be assigned to the check-in area to check or swipe IDs and to keep a log of all non-UMKC students/guests. This log will be turned into the Office of Student Involvement, and a copy can be made available for the sponsoring organization if requested.
4. The event assistants will aid the crowd in exiting the venue through the nearest exits in an emergency and after the event concludes.
5. The event assistants will wear their individual name tag.
6. The event assistants will have the authority to make an immediate decision if a difficult/emergency situation arises. This can include an immediate cancellation on the event.

#### UMKC Police Officer

1. The UMKC Police officer must be in attendance at all dance/social/probate events, but can be determined necessary by the Office of Student Involvement, Multicultural Student Affairs office, and/or the UMKC Police Department.

#### Organization's responsibility

1. It is the responsibility of the sponsoring group of the event to provide a safe environment for the members and guests in attendance.
2. The sponsoring organization(s) must pay for the use of the Event Assistants and the UMKC Police. Organizations are encouraged to build these costs into their budget requests. Costs may be charged to the organizations university account, or paid in advance.
  - a. All costs are borne by the sponsoring organization.
    - i. UMKC Police officer
      1. Cost are \$120 for a 3-hour minimum (\$40 per hour thereafter).
      2. Events requiring a UMKC police officer must be held continual for a 3-hour minimum increment.
    - ii. Event Assistants
      1. Cost will be \$25 fee (includes at least one OSI staff member) for a 3-hour minimum
      2. Events requiring an Event Assistant must be held continual for a 3-hour minimum increment.
3. Charging Admission
  - a. When an event includes charging admission for the event, this admission charge will be an immediate \$45 charge for using any on-campus venue.
  - b. Central Ticketing Office (CTO) Contact: 816 235 6222 or [www.umkc.edu/cto](http://www.umkc.edu/cto)
    - i. YOU KNOW YOU NEED THE SERVICES OF CTO IF:
      1. Your event requires an admission be charged
      2. Your event takes place on the UMKC campus
      3. Your event is open to the General Public
      4. Your event is advertised as being sponsored by or endorsed as a University function

5. Your event is produced or co-produced by a University organization or department and that organization or department has not been approved as a cash handling location
  - ii. If one or more of these items are true you must contact Central Ticket Office to determine if your sales require our services.
  - iii. There are some exceptions. Keep in mind that anytime you handle sales your organization or department must be approved by the University Financial Services Office to do so.
  - iv. In certain cases some kind of events can be handled internally by the Academic Unit department.
    1. Conferences - multi-day, full or partial-day conferences that involve classes, courses, workshops and/or speeches
    2. Memberships – flat fee agreements that entitle the purchaser to certain discounts or privileges
    3. GALA Fundraisers – these must be authorized through the Office of Development and recognized as a stand-alone event.
4. Co-Sponsorship with Outside Groups
  - a. There are circumstances in which the purposes of non-university groups coincide with and/or complement those of the university and its student organizations and/or departments. In such circumstances, non-university groups may be authorized to use university facilities and co-sponsor events under agreements in which all conditions and pertinent details are arranged by the University or subject to its formal approval.
  - b. Co-Sponsorship is defined as:
    - i. Cash or in-kind donation by outside group for an event in exchange for advertising, or face to face access to UMKC Students
    - ii. Events by an outside group requesting access to university facilities/students without meaningful involvement of student organization, or solely for the financial benefit of the outside organization.

#### Compliance

1. Failure to comply with any of these rules may result in:
  - a. The social event/dance being canceled; stopped; and/or
  - b. Loss of privileges to use campus facilities or off campus facilities for a certain period of time deemed by the Office of Student Involvement; and/or
  - c. The organization losing recognition, freezing the organization's account, or losing funds and allocated back to SGA.