

## ILLINI UNION LATE NIGHT DANCE AGREEMENT

The Illini Union and the sponsoring organization agree to the conditions outlined below regarding Late Night Dances (LND) held in the Illini Union. In addition, the sponsoring organization agrees to abide by all pertinent Illini Union and general University policies and procedures governing the use of University facilities including but not limited to: 1) Code on Campus Affairs; 2) Illini Union Reservations and Use of Space at the Illini Union; 3) Late Night Dance Procedures and Late Night Dance Closing Procedures; 4) University Regulations Governing Use of University Premises. In addition, the sponsoring organization is responsible for managing the event in accordance with pertinent policy and procedures and with concern for the health and safety of the patrons attending the dance.

1. All organizations sponsoring Late Night Dances must submit a "Request for Use of University Premises and Facilities" to the Registered Student Organizations Office (RSO), room 284 Illini Union, **by 6pm on the Friday three weeks (15 business days) before** the scheduled dance date. Late requests may be returned and the dance reassigned or canceled.
2. The Illini Union Event Services Office will schedule security staff. The sponsoring organization will be financially responsible for the overtime cost of security if the event extends past 2:00am. Late Night Dances cannot be held without security staff.
3. The sponsoring organization must provide adequate staff (a *minimum* of **two** people at all times) to check identification, keep a list of non-university guests as described in "Late Night Dance Procedures," and provide crowd control on the first floor.
4. The sponsoring organization must provide adequate staff (a *minimum* of **two** people at all times) and equipment to collect admission fees and to identify those who have paid to enter the dance. Such equipment will include hand stamps and ink pads. (Numbered roll tickets, cash boxes and bags may be checked out from the RSO Office, room 284 Illini Union).
5. The sponsoring organization must provide adequate staff (a *minimum* of **three** people at all times) to maintain line control and monitor the bag-check area. Illini Union Staff will have the final say on the admittance of any questionable items. Host organization representatives will work to ensure a smooth process for dance attendees.
6. The sponsoring organization must provide direction to the D.J. to insist that all music must stop by 1:40 a.m. when the dance officially ends. Illini Union staff will turn on lights and the sponsor will assist in escorting guests from the building according to established procedures.
7. The sponsoring organization must be held financially responsible for any damages to areas utilized by the dance including the Ballroom and adjacent areas. In addition, after the building is locked at 1:00 a.m. and cleared of all occupants other than those attending the dance, the sponsoring organization will be responsible for any damages to other areas of the building in association with the dance.
8. The sponsoring organization will assist and expedite the set up and break down of D.J. equipment.

9. The sponsoring organization will meet with the Illini Union staff, a representative from the Dean of Students Office, and the police supervisor one half hour prior to the event to review policy and procedures for the evening. In addition, at the end of the dance, the same group will meet to discuss the evening's event, to complete a Late Night Dance Report, and to survey the area for any damages.

**It is further understood that:**

- 10. Alcohol is not permitted at LNDs.
- 11. The east side fire escape doors from the Ballroom must not be used by the sponsoring organization to enter or exit the dance. The sponsoring organization will provide at least three staff members at all times to ensure that patrons are not allowed to enter through these doors.
- 12. The price of admission and policy for charging admission must be established in advance of the dance and clearly posted at the location of sales on the evening of each dance. Policy and procedures must be consistently applied, and may not be altered during the event.
- 13. Infractions of any Illini Union or other University policy may result in immediate termination of the dance and may result in suspension of privileges for the sponsoring organization including a suspension of LND privileges for up to one calendar year and/or other disciplinary action.

*I hereby acknowledge that I am a legitimate representative of the sponsoring organization as noted below, and that I have read and understand this agreement and all policy and procedures attached as noted in the beginning paragraph of this agreement. I further understand that any violation of policy and procedures, or the failure to follow the direction of the Illini Union staff, will result in the suspension of LND privileges and referral to the Office of Student Conflict Resolution.*

**Sponsoring Organization** \_\_\_\_\_

**Name of the Individual** \_\_\_\_\_

**Position** \_\_\_\_\_

**Signature and Date** \_\_\_\_\_

**Name of Advisor** \_\_\_\_\_

**Signature of Advisor and Date** \_\_\_\_\_

**Signature of Illini Union Staff Member:** \_\_\_\_\_

\*This form must be completed and returned to the Illini Union Reservations Office ***no later than the Friday 3 weeks*** prior to the sponsoring organization's LND date. Failure to do so will result in the reservation being canceled.