

Guidelines for Hall Events, SYR's, Tent Dances, and Off-Campus Formals

Student Activities Office & Hall Presidents' Council

- Revised: October 29, 2002 -

These Guidelines for Hall Events, SYR's, Tent Dances and Off Campus Formals as established by the Student Activities Office (SAO) & Hall Presidents' Council under the direction of the Office of Student Affairs represent **the University's expectations for how these events should be conducted. Any deviations from these guidelines should only be made after consultation with the Student Activities Office and with the approval of the Rector and the SAO.** Failure to comply with these guidelines could result in the hall's loss of dance privileges.

GENERAL GUIDELINES FOR ALL HALL EVENTS AND DANCES

- When planning a hall activity, SYR, tent dance, or off-campus formal, it is necessary for hall leaders to ensure that the focus of the event will be on *hall-wide* activities rather than on private gatherings in student rooms. Events which allow students to travel freely between the hall event and private gatherings over the course of the evening will not be approved.

GENERAL GUIDELINES FOR ALL DANCES

- Because these events are intended to involve the majority of the residence hall community, residents who plan not to attend the dance or residents who have left the dance early are not permitted to have parties or other social gatherings during **or after the dance.**
- \$3.00 per person should be spent on food and non-alcoholic beverages for both on- and off-campus dances to ensure there is sufficient food for the nature of the event. Exceptions can be made through the rector and/or the Student Activities Office if the theme of the dance lends itself to less expensive food.
- The Hall Presidents' Council strongly encourages residence halls to strive for at least 60 percent participation of the residence hall community to truly maintain the character of the event as an all-hall dance **and to ensure the event's financial viability.** For the event to occur, at least 50 percent of the residents of the hall should be planning to attend.
- Guests should arrive to join or pick up residents no more than 75 minutes prior to the beginning of the dance.
- All participants must be present at the dance no later than 30 minutes after the official start time of the dance. This time may be adjusted to take into account the distance of the dance venue from the hall.
- No readmission is allowed once a student has left the dance.
- Once the dance begins, no social gatherings are permitted in private rooms in the halls.
- Residents who do not plan to attend the dance or residents who have left the dance early are

not permitted to have parties or other social gatherings during the dance.

- If the resident leaves before the dance is over, he or she may return to their residence hall room. Guests will not be permitted back into the hall, except in residence hall's 24 hour lounge.

GUIDELINES FOR TENT DANCES

- Only four tent-dances campus-wide per night are allowed. Should more than four halls apply to Student Activities to have tent-dances on the same night, selection will be determined by a lottery with some priority given to halls with a record of successful dances during the previous academic year; halls that have experienced problems with dances during the past year may be given lower priority.
 - ◆ The dances must be spread out geographically across campus (e.g. if Stanford and Farley hosted tent dances on the same night, only one could take place on North Quad).
- Suitable out-of-hall location for inclement weather must be secured in advance.
- Halls must demonstrate that equipment has been purchased or contracted (tent with side-flaps, snow fencing, fans, etc.).
- One uniformed NDSP officer is required for every 150 people. *Cost is approximately \$100 per officer.*
- Dance area must be secured by snow-fencing and/or natural borders (wall of a building, etc.). *Snow-fencing is free from the University; halls must pay the labor cost for set-up and tear-down.*
- Bands can play music until midnight. Recorded music can be played until 1:45 a.m.
- Students attending the dance should wear attire appropriate for the theme and formality of the event; hall staff will monitor this expectation.
- The tent should have only one entry/exit point:
 - ◆ All admitted guests will receive a wrist band, which they must wear while they're at the dance. *Cost of wrist bands is approximately \$25 per 1,000 bands.*
 - ◆ Entry point should have a hall staff member checking names against a list of ticket-holders for admittance.
- Dance participants should NOT be allowed back into rooms once the dance has begun.

- ◆ Re-entry into halls by dance participants is allowed only for restroom access. A hall staff member or a security officer should monitor the entrance to the hall.
 - ◆ First floor of hall should have ample male and female restrooms.
 - ◆ Consider limiting the number of participants allowed entry into the hall at one time (no more than three at once, etc.)
 - ◆ Hall staff and/or security officer should ensure that access to basement and upper floors is restricted for dance participants.
- Residents who plan not to attend the dance or residents who have left the dance early are not permitted to have parties or other large social gatherings during the dance.
 - If the resident leaves before the dance is over, he or she may return to their residence hall room. Guests may not be permitted back into the hall.
 - “GENERAL GUIDELINES FOR ALL DANCES” (see above) regarding guests’ arrival time, pre-parties, etc. should be followed.

GUIDELINES FOR OFF-CAMPUS FORMALS

- Charter transportation must be used.
- “GENERAL GUIDELINES FOR ALL DANCES” (see above) regarding guests’ arrival time, pre-parties, etc. should be followed.