

LATE NIGHT DANCE

Program Manual



University of Illinois at Urbana-Champaign

TABLE OF CONTENTS

Purpose.....	1
Late Night Dance Committee Members	1
Late Night Dance Committee Meetings	1
Late Night Dance Consortium Members	1
Late Night Dance Lottery System	2
Late Night Dance Dates	2
Reserving your LND.....	3
Pre-Dance & Post-Dance Meetings	3
Late Night Dance Co-Sponsorships.....	4
Rules Governing Late Night Dances	4
Late Night Dance Ticket Sales	5
Additional ticket guidelines for CRCE events:.....	5
Additional ticket guidelines for Illini Union events	6
Late Night Dance Cancellation Policy.....	6
Illini Union Late Night Dance Policy	7
Following all late night dances held in the Union, the sponsoring organization(s) must deposit LND proceeds into the safety deposit box located in the south east lobby on the first floor of the union. UIPD will provide an escort.	8
In order to fulfill the deposit requirement, the sponsoring organization(s) must pick up a money deposit bag from the University Student Financial Services and Cashier Operation (USFSCO) office located at the Henry Administration building prior to the dance. Deposit bags are available from the USFSCO office between the hours of 9-4p Monday-Friday. Students must have a valid i-card, a USFSCO deposit bag, and the RSO account number to make deposits. Also note, it is the sponsoring organization's responsibility to provide a cash box. Cash box are available at no cash in the RO office.	8
Late Night Dance Staffing (Illini Union).....	8
Late Night Staffing (Campus Recreation)	10
Additional Event Logistics to Consider.....	11
Same Day Events	11
Electricity for Events	11
Weather	11
Intoxicated Students.....	12
Appendix A – LND Line Attendants Instructions (BGC)	1
Appendix B – LND Line Attendants Instructions (IUB & CC)	1
Appendix C – Late Night Dance Staffing (non-BGC).....	1

Pool Patio Entrance - Guest Entrance Duties	1
Front Entrance – Student Line Duties.....	1
Traffic Flow Monitor Duties.....	1
Line Directors Duties.....	2
Personal Item Check Stations Duties.....	2
Sign In Tables Duties.....	2
Exit Monitors Duties.....	2
End of Dance	3
Pre Event Set-up	3
Campus Rec Meeting.....	3
All Dance Meeting.....	3
Appendix D – CRCE Late Night Dance Staffing (BGC)	1
Aug. 28 Late Night Dance	1
Pool Patio Entrance - Guest Entrance Duties	1
Front Entrance – Student/Greek Entrance Duties	1
Traffic Flow Monitor Duties.....	1
Line Directors Duties.....	2
Personal Item Check Stations Duties.....	2
Sign In Tables Duties.....	2
Exit Monitors Duties.....	2
End of Dance	2
Pre Event Set-up	2
Appendix E – General CRCE Diagram Outside/Inside.....	1
Appendix F – Late Night Dance Consortium Application	1
Appendix G – Late Night Dance Event Staffing Plan	2
Appendix H – Late Night Dance Event Co-Sponsorship Request	4
Appendix I – Late Night Dance Date Exchange Request.....	5

Purpose

The purpose of the Late Night Dance (LND) committee is to provide leadership, coordination and oversight for the Late Night Dance program (LND) at the University of Illinois at Urbana-Champaign. The LND program was developed in response to students' articulated need for safe, affordable venues to host social events after midnight on Friday and Saturday evenings. Underrepresented students, in particular, struggle with the persistent lack of safe and accessible local venues that cater to their social and cultural interests. Consequently, the University developed the Late Night Dance program to provide suitable, late night programming for all students within the campus community. Since its inception in the 70's, the LND program has been faithful to its founding mission to provide access to safe, enjoyable, and culturally relevant social programming for all Illinois students.

Leadership for the Late Night Dance program is provided by the Office of the Dean of Students with support from our partners on the Late Night Dance Committee, and within the broader Late Night Dance Consortium.

Late Night Dance Committee Members

The LND committee is led by the Dean of Student or her/his designee and has two tiers of membership. The first tier is comprised of departmental partners who include: The Office of the Dean of Students, The Division of Campus Recreation, University of Illinois Police Department, The Office of Registered Organizations, The Illini Union, Fraternity and Sorority Affairs, and Facilities and Services. The second tier includes the departmental advisors for Late Night Dance Consortium members. This group currently includes: the advisor to the Central Black Student Union, the advisor to the Black Greek Council and the advisor to the United Greek Council.

Late Night Dance Committee Meetings

The Office of the Dean of Students will convene all Late Night Dance committee meetings, including the LND semester and lottery meetings. The purpose of these meetings is to establish LND policies and procedures, review LND policies and procedures, review petitions for LND consortium membership, and to review consortium member petitions for exceptions to specific LND policy and/or procedures.

Late Night Dance Consortium Members

Membership in the Late Night Dance consortium is more than a privilege, but an awesome responsibility. Consortium members must demonstrate stability, strong leadership, and impeccable event planning ability. Interested groups may apply by contacting the Office of the Dean of Students two semesters before the wish to host their first late night event. The following organizations are members of the Late Night Dance Consortium:

1. Black Greek Council and their eligible¹ member organizations
2. Central Black Student Union
3. United Greek Council

¹ Eligibility organizations must be registered in the RO office, active on campus and in good social and academic standing with the University.

Consortium members who do not host a LND for three consecutive semesters will be deemed “inactive”. Inactive members forfeit their privilege to participate in the LND lottery. In order to regain eligibility, a formal petition must be submitted to the Dean of Students or his/her designee.

Late Night Dance Lottery System

In order to be eligible to host a LND, all consortium members must attend the Late Night Dance Lottery. The Lottery is held each semester on Reading Day and coordinated by the Office of the Dean of Students.

A representative for each member organization must sign-in on the sheet provided by the Office of the Dean of Students to participate in the selection process. Each consortium member will select one available date. The remainder of the LND dates will be allocated to BGC for internal distribution among its eligible members. To expedite BGC’s internal distribution process, **all eligible chapters must submit a ranked list of their LND date preferences to the office of Fraternity and Sorority Affairs before they depart for semester break.** Be advised, the director of FSA or her/his designee will assign the LND dates based on the ranked preference requested above. If an eligible chapter fails to submit its preference as described above, it will lose its privilege to have a preferred LND and receive a random LND date.

Once LND dates are distributed among eligible consortium members those **dates may not be exchanged without the approval of the Late Night Dance Committee.** Requests to exchange LND dates among consortium members must be received, at least, **four week prior to the scheduled LND.** LND Date Exchange Request forms are available at http://odos.illinois.edu/downloads/LND_exchange.pdf.

Four late night dates are not included in the lottery, they include:

- i. The LND date for the first party of fall semester
- ii. The LND date that coincides with the Cotton Club
- iii. The LND date that coincides with Step-Down
- iv. The LND that coincides with Homecoming.

These dates are subject to review on an annual basis. Should a LND consortium member not attend the Lottery they automatically forfeit their eligibility to host late night dances until the next lottery.

Late Night Dance Dates

Late Night Dances are held in the fall and spring semesters. The Illini Union will provide dates for both fall and spring based on space availability. LNDs held at Campus Recreation Center East (CRCE) will be negotiated between the sponsoring organization and the Campus Recreation staff.

The following are the traditional Late Night Dances held in CRCE:

- i. Black Greek Council’s Welcome Back Party (1st weekend of fall semester)

- ii. The African American Homecoming Committee's Dance²
- iii. Central Black Student Union's Cotton Club After-Party (February)
- iv. Black Greek Council's Step-Down After-Party (April)

Remaining dances are held in the Illini Union Ballroom.

Reserving your LND

In order for a consortium member to claim their LND date at the Illini Union, the organization must:

1. **Submit the "Request of Use of University Premise and Facilities"** (i.e. also known as the space request form) to the Registered Organization (RO) office **at least three weeks in advance**. This form is available at <http://union.illinois.edu/~media/Sites/Union/Files/Office%20of%20Registered%20Organizations/RO%20Space%20Request%20Form.ashx> .
2. **Submit the facility Agreement** to the RO office **at least three weeks in advance**. For events at the Union, this form is available at <http://union.illinois.edu/involvement/rso/forms.aspx> under reserving space and equipment. **If your event is at CRCE, you can pick up the agreement from the Division of Campus Recreation.**
3. **Submit the Late Night Dance Event Staffing Plan** (Appendix G in the LND Manual) to the RO office **at least three weeks in advance**. This form is available at <http://union.illinois.edu/involvement/rso/forms.aspx> under reserving space and equipment.
4. **Submit the Registered Organization Event Budget Form** to the RO office **at least three weeks in advance**. This form is available at <http://union.illinois.edu/~media/Sites/Union/Files/Office%20of%20Registered%20Organizations/Event%20Budget%20Form.ashx>

If you're planning a co-sponsored event you must meet the criteria outlined under Late Night Dance Co-Sponsorships section in this manual.

Pre-Dance & Post-Dance Meetings

A pre-meeting and post-meeting are to be held for each sponsored Late Night Dance. These meetings will take place on the same night as the event. Policies and procedures, event updates, as well as special situations and notices will be reviewed with the sponsors, UIPD, ODOS staff, and venue staff. Traditionally, pre-meetings begin an hour prior to CRCE events (i.e., 9:30 p.m.) and 30 minutes prior to Union events (i.e., 9:30 p.m.). The post meeting at both locations begins at 2 a.m. or as soon as the event participants have cleared the facility.

For events hosted at the Campus Recreation Center East, an on-site walk through is also required, **at least one week prior to the event**. At this event, the event sponsors will tour the facilities, confirm all logistical arrangements, and review all CRCE specific LND policy with

² While the Illini Union Board's African American Homecoming Dance collaborates with the LND committee and adheres to LND policies they are not LND consortium members. They are considered an LND affiliate.

representatives from the UIPD, ODOS and CRCE's facility staff. This will be coordinated by the CRCE Facility Coordinator.

Late Night Dance Co-Sponsorships

Co-sponsorships require each organization to share responsibility for managing, staffing marketing, and financially backing the event. Organizations that wish to co-sponsor a Late Night Dance may only co-sponsor dances with organizations that are members of the consortium. To request a LND co-sponsorship complete the Event Co-sponsorship Request form at http://odos.illinois.edu/downloads/LND_sponsorship.pdf. The Event Co-sponsorship Request must be submitted **four weeks prior to the Late Night Dance date**. The Late Night Dance committee will review each petition and render decisions on a case by case basis.

Rules Governing Late Night Dances

Late Night Dances are defined as student-sponsored events held by members or co-sponsoring affiliates³ of the Late Night Dance Consortium at either Campus Recreation facilities or Illini Union facilities which end at 1:40a with all guest vacated by 2 a.m.

1. Late Night Dances will not be held on home football weekends, unless explicitly approved by the LNDC.
2. Late Night Dances can only be held by those organizations that are a) members of the Late Night Dance Consortium, or b) groups co-sponsoring a LND with a consortium member⁴ or an approved affiliate.
3. Late Night Dance sponsors must complete and submit all appropriate paperwork at least three weeks prior to each Late Night Dance that they host. Three forms are required.
 - a. The first required form is the "Request for Use of University Premises and Facilities," which must be submitted to the Office of Registered Organizations.
 - b. The second required form is the "Late Night Dance Agreement," which must be submitted to the facility where the event will occur (i.e., the Illini Union or CRCE).
 - c. The third required form is the "LND Event Staffing Plan" which must be submitted to the facility where the event will occur (i.e., the Illini Union or CRCE).
4. A pre-meeting and post-meeting are to be held for each sponsored Late Night Dance. These meetings will take place on the same night as the event. Policies and procedures, event updates, as well as special situations and notices will be reviewed with the sponsors, UIPD, ODOS student staff, and venue staff. The pre-meeting will begin at 9:30 p.m. and the post meeting will at 2 a.m. or as soon as the event participants have cleared the facility.

³ An affiliate is defined as a department that collaborated directly with the Late Night Dance committee to sponsor a late night dance.

⁴ Organizations that wish to be admitted to the Late Night Dance consortium may apply to the Late Night Dance Committee one year prior to when they wish to begin hosting a Late Night Dance.

5. All music for Late Night Dances should be shut down at 1:40 a.m. The sponsoring organization will then assist with the process of ushering out dance attendees. Organizations that wish to have chants or calls toward the end of the party should conclude activities prior to the 1:40 a.m. event end time.
6. All Late Night Dance attendees must be 18 years or older, unless they are a UIUC student with a valid i-card.
7. Alcohol, tobacco, lighters, liquids, pepper-spray, umbrellas, weapons or “weapon-like” objects (including long-tailed combs) are not permitted at LNDs.
8. All Late Night Dance attendees must show a valid University of Illinois i-card or be sponsored by a UIUC student with a valid UIUC i-card to be admitted.
9. Non-UIUC students must be sponsored by a UIUC student with a valid i-card AND show a valid state issued ID or driver’s license to be admitted.
10. UIUC students with valid i-cards may sponsor a MAXIMUM of TWO guests.
11. All Late Night Dances must be staffed by current and active members of UIUC undergraduate Greek-lettered organizations. Graduate or alumni members may only work an event if they are current UIUC staff members or enrolled UIUC students.

Groups that wish to host a LND that departs from the standard late night dance in set-up (i.e. table and platforms for DJ’s equipment), **must submit a detailed event proposal to the Late Night Dance Committee in writing at least 4 weeks in advance.** For example, any event requiring seating, tables, risers, catering or costumes that conceal a participant’s identity should be proposed for approval.

Late Night Dance Ticket Sales

Tickets must be sold for all LNDs at CRCE. Advance ticket sales are highly recommended for all events. Groups would be wise to allow 2-4 weeks of advance tickets sales to ensure the success of their event. Ticket prices may not change at any point in time during the event.

Tickets should include the following information:

Ticket number:	0001
Name of Event:	Black Greek Council Step Down After Party (Example)
Name of Sponsor(s):	Black Greek Council
Date of Event:	Saturday, April 20, 2010
Time of Event:	10:30 p.m.
Location of Event:	CRCE
Ticket Price:	\$10 UIUC student/ \$12 non-UIUC student
Critical information:	<p>*All guests must have a UIUC sponsor to enter.</p> <p>*All guests need a valid state issued ID or driver’s license to enter.</p> <p>*UIUC students need a valid UIUC i-card to enter.</p> <p>*UIUC students may sponsor 2 guests.</p>

Additional ticket guidelines for CRCE events:

Ticket sales are not permitted on-site for CRCE dances. ALL TICKETS must be sold in ADVANCE.

Sponsoring organizations may utilize the Assembly Hall Ticket Office service to assist with selling tickets. A ticket request form may be obtained from the Assembly Hall Ticket Office and must be signed by a venue representative, the Director of Registered Organizations, and the organizations authorized agent.

Tickets may also be sold off-site. Ticket may also be sold at events that precede a LND. Tickets may even be sold up to the start of a LND, as long as it occurs off-site. For example, the Black Greek Council can sell tickets at the Step Down show that precedes their CRCE party, or the Central Black Student Union can sell tickets at Cotton Club shows which precedes their CRCE event. **Neither may sell their tickets in or near the lines outside of CRCE.**⁵

Additional ticket guidelines for Illini Union events

Tickets may be sold at the door for all Illini Union Late Night Dances but are not required. Event sponsors must have a system in place for identifying paid attendees from non-paid ones. We recommend unique wrist bands, stamps, or organizational symbols.

It is imperative that all ticket prices be accurate and prominently displayed prior to the start of the event. Ticket prices cannot change during the course of the event. Ticket prices for Greek letter organizations, UIUC students, and guests must be visibly posted.

Late Night Dance Cancellation Policy

The Late Night Dance Committee takes no pleasure in canceling any event. We appreciate the unique, valuable contribution which the LND program makes to our campus community and seek to preserve it. To that end, the LND committee will work with each consortium member to ensure they are afforded every reasonable opportunity to meet the responsibilities associated with hosting a LND. In turn, the LND committee expects each consortium member to work — proactively — to satisfy the administrative requirements associated with hosting a safe and successful LND.

The LND Committee, however, reserves the authority to cancel any LND which the sponsoring organization has failed to properly plan or implement. The most basic of these administrative responsibilities includes submitting all required event paperwork, **at least** three weeks before the scheduled event. The LND committee is resolute in its position that any consortium member, co-sponsoring organization, or affiliate who fails to submit their paperwork on-time does not possess the requisite skill, stability and/or planning acumen to safely and successfully host a late night dance. **Therefore, failure to submit the required paperwork on time will result in the non-appealable forfeiture of one's LND.**

Additionally, note that a dance may be canceled, **at any point**, by the Office of the Dean of

⁵ We also like the LND committee to consider the following: If a sponsoring organization is unable to sell all of their tickets before their event, they may seek approval from the LND committee to lease or acquire a secure, well-lit, off-site location from which to sell their tickets until 12:30 a.m. the night of the LND. Should such a request be approved, all associated costs are the responsibility of the sponsoring organization. Additionally, the approved site must be staffed by the treasurer and staff advisor of the sponsoring organization, and a UIUC officer.

Students, venue staff, or University of Illinois Police Department if:

- a) An egregious breach of procedures occurs
- b) Damage or high risk to the facility occurs
- c) Danger or high risk of danger to university students, staff or guests is determined

Once a dance has been canceled by the Office of the Dean of Students, venue staff, or UIPD, the student organization will forfeit their eligibility to host a late night dance for the remainder of the academic year.

Illini Union Late Night Dance Policy

1. All organizations sponsoring Late Night Dances must submit a "Request for Use of University Premises and Facilities" and other required forms outlined above to the Registered Organizations Office (RO), room 284 Illini Union.
2. The Illini Union Event Services will schedule security staff. The sponsoring organization will be financially responsible for all costs related to security overtime. Late Night Dances cannot be held without security staff. The Police will schedule four (4) officers from the master list of events. The Office of the Dean of Students will communicate cancellations to the Police if an event is not going to happen. The Illini Union will provide 4-5 student support staff.
3. The sponsoring organization must provide adequate staff (a *minimum* of **two** people until 1am) to check identification and keep a list of non-university guests as described in "Late Night Dance Procedures."
4. The sponsoring organization must provide adequate staff (a *minimum* of **two** people until 1 am) 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. A *minimum* of **six** members of the sponsoring organization must monitor the metal detectors, elevators, and entrances at all times. Staff must tally all guests entering and exiting the dance to insure that capacity does not exceed 550 occupants in the Ballroom. All occupants must enter through the main entrance where Illini Union staff will maintain a capacity count.
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 will be held financially responsible for any damages to areas utilized by the dance, including the Ballroom and adjacent areas. There is a pre walk through meeting that distinguishes any pre-existing damages so that on a post walk through any new damages can be discerned.
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 Office of the Dean of Students, 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.
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.

Following all late night dances held in the Union, the sponsoring organization(s) must deposit LND proceeds into the safety deposit box located in the south east lobby on the first floor of the union. UIPD will provide an escort.

In order to fulfill the deposit requirement, the sponsoring organization(s) must pick up a money deposit bag from the University Student Financial Services and Cashier Operation (USFSCO) office located at the Henry Administration building prior to the dance. Deposit bags are available from the USFSCO office between the hours of 9-4p Monday-Friday. Students must have a valid i-card, a USFSCO deposit bag, and the RSO account number to make deposits. Also note, it is the sponsoring organization's responsibility to provide a cash box. Cash boxes are available at no cost in the RO office.

Late Night Dance Staffing (Illini Union)

All dances held in the Illini Union spaces will follow the set up presented below.

Illini Union Professional Staff: The Evening and Weekend Operations Supervisor will be responsible for managing the Late Night Dance venue for Illini Union dances. This staff member will assist with emergency situations that may arise within the venue and the dance.

Illini Union Student Staff: The Illini Union Student Staff are to provide on-site support to the event sponsors. Student staff will assist the sponsoring organizations with guest check-in/sign-in, running the metal detectors, and event line management.

Office of the Dean of Students Staff: A Graduate Student will serve as the primary on-site representative for the Office of the Dean of Students. This individual will serve as the onsite

monitor for the operations of the event, will review the expectations that the Office of the Dean of Students has for all Late Night Dances, and will also report to an on-call professional staff member from the Office of the Dean of Students regarding any issues that arise at the event.

University of Illinois Police Department: Serves as the primary service to ensure safety and security needs are met for the venue. The Police Department will also provide wandering services as a back up to the venues metal detector for officers. Additionally, the police will provide Student Patrol for parking lot detail outside of the Illini Union facility.

CRCE Late Night Dance Policy

The Division of Campus Recreation will allow a registered student organization in good standing with the University and the Registered Student Organization Office, to reserve space within the following Campus Recreation facility for a late night dance.

1. The procedure of obtaining Campus Recreation space will be as follows:
 - a. The “Request for Use of University Premises and Facilities” must be received and the event approved by the Registered Organization Office at 280 Illini Union. The request will then be forwarded to the appropriate staff for approval of space.
 - b. A representative of the sponsoring organization must meet with the appropriate Assistant Director of Campus Recreation at least three (3) weeks in advance of the event. Failure to do so will result in cancellation of the event.
2. No tape is to be placed on the gym floor, whether it be by the sponsoring group(s) or any other contracted party
3. No alcohol is allowed in the facility.
4. No smoking is allowed in the facility.
5. All equipment and decorations must be approved prior to the event.
6. No chairs or tables are allowed on the floor without proper matting or floor protection as deemed appropriate by Campus Recreation.
7. The group(s) reserving the facility is responsible for clean-up of the facility after the event. Any Facilities and Services costs above and beyond normal operation procedures will be billed to the sponsoring organization(s).
8. Any costs incurred by the Division of Campus Recreation as a result of delivery of equipment will be billed to the sponsoring organization(s).
9. All costs for repair of damages to the facility will be billed to the sponsoring organization(s).
10. All costs of student and police supervision will be billed to the sponsoring organization(s). The approval of dances is contingent upon the ability to schedule student employees and campus police services.
11. A minimum of 10 University Police officers and 12 Campus Recreation student employees will be required for each LND event.

12. During the dance, the facility emergency lighting will remain operational at all times.
13. The professional staff member on duty from Campus Recreation will convene a meeting with representatives of the sponsoring organization(s), the advisor(s) for the sponsoring organization(s), a representative from the Office of the Dean of Students, and the ranking officer from University Police at least one week prior to an event. The purpose of the meeting will be to review policies and procedures, to discuss the role of each party in the management of the event, and to establish identification of those responsible from each area.
14. The price of admission, as well as the procedures and policy for charging admission, must be established in advance of the event and must be clearly posted at the event. Policy and procedures must be consistently applied and may not be altered during the event.
15. Capacity of the CRCE Main Gym is 1200 people. It will be the responsibility of the Campus Recreation student employees to monitor the number of people entering and exiting the gymnasium
16. No persons under the age of 18 will be allowed into the facility without a valid UIUC i-Card.
17. The sponsoring organization(s) is responsible for helping to clear the building at the conclusion of the dance. This includes assisting and expediting the breakdown of the D.J.'s equipment. Once the building is cleared, two representatives from the sponsoring organization(s), the representative from the Office of the Dean of Students, the ranking officer from University Police, and the Campus Recreation staff will meet to discuss the event and complete the event's final report. Copies of the final report will be distributed the following week to all parties involved. Failure to comply with the regulations for the facility will result in the immediate cancellation of the activity.

Late Night Staffing (Campus Recreation)

The set-up and job duties for all dances held in Campus Recreation spaces will follow as presented below. Each of the offices/staffs represented below is responsible for securing the proper number of staff members needed to meet their staffing needs.

Campus Recreation Professional Staff: Ensures that the facility is properly equipped to meet the needs of the Late Night Dance program. This includes, but is not limited to, sign-in tables, card swipes, locker availability, chain stanchions/runner, and restroom facilities. In addition, the full time staff oversees the Late Night Dance student staff and ensures that they are properly trained to meet the demands of their respective jobs.

Campus Recreation Student Staff: Will assist in the management of the entrance lines by taking tickets and controlling how many dance attendees enter into the dance through the outside lines. In addition, student staff will assist with entrance inspection, including checking personal belongings and removing prohibited items. This team is also responsible for managing the exit doors inside of the gym during the event.

Office of the Dean of Student Staff: Will provide the staffing for guest and student entrance

lines outside of the venue. The staff is responsible for making sure guests and students know which lines they are to be in, convey how the sign-in policy works, and are also responsible for making sure that guests and students know that they need to have the proper tickets and ID's to enter into the event. This staff's overall duty is to ensure that dance attendees are properly queued for the event.

University of Illinois Police Department: Serves as the primary service to ensure safety and security for the event and venue. The Police Department will also ensure that the proper LED signage and wording for that sign are posted outside of the venue to communicate event logistics to all Late Night Dance patrons.

Student Safety Patrol: Serves as a secondary security stop with wandering when a patron has set off a metal detector. These students will be stationed inside of the Late Night Dance next to the metal detectors.

Facilities Services Staff: The Facilities and Services point of contact will ensure that electricians properly set up and meet the electrical and power needs of the event. In the event that circuits are disturbed, the staff will respond in a timely fashion to those needs. In addition, staff will set up the outside lines.

Sponsoring Organization Student Staff: Sponsoring organization student staff members are responsible for taking pictures and swiping ID cards for all students and guests of Late Night Dances. They are also responsible for proper crowd control as patrons enter the gym.

Sponsoring Organization Advisor: Serves as a point of contact for event logistical need and manages the sponsoring student organization staff team. The advisor will also oversee the ticket and cash handling operations for their sponsored program and will ensure that all sponsoring student staff members are properly trained to meet the demands of the job that they have been assigned. The advisor will also secure the cameras from the ODOS in order to take pictures of IDs.

Additional Event Logistics to Consider

Same Day Events

When planning events that take place the same day as a Late Night Dance, the sponsoring organization must take into consideration things that will impact crowd issues at the Late Night Dance. Properly timing breaks between events will assist with potential crowd control issues that could arise.

Electricity for Events

The sponsoring organization is to work with the Facilities and Services staff to schedule the electrician to provide services for the event. This may be scheduled with Facilities and Services at least two weeks prior to the event.

Weather

Inclement weather conditions should always be taken into consideration when planning for Late Night Dance events. It is important to address issues such as snow and rain. If either is

anticipated, the sponsoring organization, in conjunction with the venue, is to take into consideration attendees' desires to enter a venue in an expedited fashion. Additionally, attendees may have coats and umbrellas that they will bring with them thus making storage of said items another necessity for the venue.

Intoxicated Students

The sponsoring organization and the venue have the right to turn students away who appear to be too intoxicated to attend an event. The recommendation is that the individual receive any medical assistance necessary to assist them prior to sending them home.

Appendix A – LND Line Attendants Instructions (BGC)

Dear Volunteer,

Thank you so much for agreeing to serve as a line attendant for the Late Night Dance (LND) program. Your role is vital in facilitating the organized flow of participants into the party and we are grateful for your assistance.

Appreciatively,
Domonic Cobb
Associate Dean of Students

General LND Guidelines for CRCE:

1. **NO TICKETS** are **SOLD** at the door.
2. **Everyone needs a ticket and valid state issued ID/driver's license OR i-card to enter the party.**
3. **One** U of I student may sponsor a **maximum** of **two** non-university guests.
4. No party-goers will be allowed into the party to retrieve their ticket(s) or university sponsor.
5. Line attendants are not permitted to enter the party to retrieve tickets or university sponsors for party-goers.
6. Entry lines for the party close at 1 a.m. Party-goers will not be admitted after 1 a.m.
7. Party-goers who leave early **WILL NOT** be readmitted.
8. If you encounter an uncooperative party-goer, remain calm and clearly repeat your request. If the party-goer remains non-compliant, refer the situation to Domonic or an officer, if Domonic is unavailable.
9. If a disturbance occurs in the line, stay calm and **DO NOT** physically engage the situation. **IMMEDIATELY** request help from an officer, then notify Domonic.
10. **No tobacco, lighters, liquids, pepper-spray, umbrellas, weapons or "weapon-like" objects (including long-tailed combs) will be permitted in the party.**
11. The party ends at 1:40 a.m. All guests must exit CRCE by 2 a.m.

General Advice:

1. Be pleasant and respectful at all times. Your job is simply to impart line instructions and facilitate the organized flow of participants.

Description of Specific Duties

There are two entrances to late night dances at the Campus Recreation Center East (CRCE). Line attendant duties for both posts are outlined below. Please review them and refer any questions to Domonic Cobb, your volunteer coordinator. Also note, Domonic or his designee will be floating between both lines to support the line attendants and troubleshoot impediments to the line's flow.

University student & Greek line duties:

- Inform students and Greeks where to stand and how to navigate the entry lines.
- Inform students and Greeks to have their **tickets and i-cards** out and ready to present.
- Inform students and Greeks of prohibited items (See General Guideline # 10).
- Inform students and Greeks that once they leave the party they will not be readmitted.

Non- university guest & student sponsor line duties:

- Inform non-university guests that they must have a U of I sponsor to enter the party.
- Inform party-goers where to stand and how to navigate the line.
- Inform party-goers to have their **ticket and state issued ID/driver's license or i-cards** ready to present to CRCE staff.
- Inform party-goers of prohibited items (See General Guideline # 10).
- Inform party-goers that once they leave the party they will not be readmitted.

Appendix B – LND Line Attendants Instructions (IUB & CC)

Dear Volunteer,

Thank you so much for agreeing to serve as a line attendant for the Late Night Dance (LND) program. Your role is vital in facilitating the organized flow of participants into the party and we are grateful for your assistance.

Appreciatively,
Domonic Cobb
Associate Dean of Students

General LND Guidelines for CRCE:

1. **NO TICKETS** are **SOLD** at the door.
2. **Everyone needs a ticket and valid state issued ID/driver's license OR i-card to enter the party.**
3. **One** U of I student may sponsor a **maximum** of **two** non-university guests
4. No party-goers will be allowed into the party to retrieve their ticket(s) or university sponsor.
5. Line attendants are not permitted to enter the party to retrieve tickets or university sponsors for party-goers.
6. Entry lines for the party close at 1 a.m. Party-goers will not be admitted after 1 a.m.
7. Party-goers who leave early **WILL NOT** be readmitted.
8. If you encounter an uncooperative party-goer, remain calm and clearly repeat your request. If the party-goer remains non-compliant, refer the situation to Domonic or an officer, if Domonic is unavailable.
9. If a disturbance occurs in the line, stay calm and **DO NOT** physically engage the situation. **IMMEDIATELY** request help from an officer, then notify Domonic.
10. **No tobacco, lighters, liquids, pepper-spray, umbrellas, weapons or “weapon-like” objects (including long-tailed combs) will be permitted in the party.**
11. The party ends at 1:40 a.m. All guests must exit CRCE by 2 a.m.

General Advice:

1. Be pleasant and respectful at all times. Your job is simply to impart line instructions and facilitate the organized flow of participants.

Description of Specific Duties

There are two entrances to late night dances at the Campus Recreation Center East (CRCE). Line attendant duties for both posts are outlined below. Please review them and refer any questions to Domonic Cobb, your volunteer coordinator. Also note, Domonic or his designee will be floating between both lines to support the line attendants and troubleshoot impediments to the line's flow.

University student line duties:

- Inform students where to stand and how to navigate the entry lines.
- Inform students to have their **tickets and i-cards** out and ready to present.
- Inform students of prohibited items (See General Guideline # 10).
- Inform students that once they leave the party they will not be readmitted.

Non- university guest & student sponsor line duties:

- Inform non-university guests that they must have a U of I sponsor to enter the party.
- Inform party-goers where to stand and how to navigate the line.
- Inform party-goers to have their **ticket and state issued ID/driver's license or i-cards** ready to present to CRCE staff.
- Inform party-goers of prohibited items (See General Guideline # 10).
- Inform party-goers that once they leave the party they will not be readmitted.

Appendix C – Late Night Dance Staffing (non-BGC)

Please arrive at CRCE no later than 9:30 p.m. for Pre-Event & Security Meeting
Dance starts at 11 p.m. and ends at 1:40 a.m. Doors open at 10:30 p.m. and close at 1 a.m.

OUTSIDE

Pool Patio Entrance - Guest Entrance Duties

BGSA:

1. Posted at the end of the line to ensure that BEFORE anyone enters the line, that they have a ticket, state-issued ID, and a sponsor. (*If long lines, do this step quickly—more thorough check to come*).
2. Limit 2 guests per UI student sponsor.
3. While in line, make sure patrons form a straight line.
4. Instruct patrons that they can help keep the line moving if they dispose of any liquids before they enter, remove chains, and are prepared to empty pockets and have their purses inspected. Lighters, tobacco, hair picks will be taken.

Campus Rec:

1. Check the sponsor/guest ratio.
2. Verify age on a state issued ID (18 and older—born before today's date, 1996)
Sponsors must have an i-card to verify status as a UI student.
3. Tear tickets.
4. Instruct them to keep their IDs out for sign in.

Front Entrance – Student Line Duties

BGSA:

ONLY UIUC i-card holders should get in this line. No Greeks from other schools.

1. Posted at the end of the line to ensure that BEFORE anyone enters the line, that they have a ticket and UIUC i-card. (*If long lines, do this step quickly—more thorough check to come*).
2. While in line, make sure patrons form a straight line.
3. Instruct patrons that they can help keep the line moving if they dispose of any liquids before they enter, remove chains, and are prepared to empty pockets and have their purses inspected. Lighters, tobacco, hair picks will be taken.

Campus Rec:

1. Verify i-card is not expired.
2. Tear tickets.
3. Instruct them to keep their IDs out for sign in.

Traffic Flow Monitor Duties

Campus Rec:

1. Ensure a steady flow of people are allowed from the line to the doors.
2. Maintain a steady flow but not to get too backed up.

3. The student/guest line can allow more people because we realize people take time to walk thru the patio.

UIPD WILL MAINTAIN PRESENCE AT BOTH LINES OUTSIDE WHILE DOORS ARE OPEN.

INSIDE

Line Directors Duties

Campus Rec:

1. Direct patrons to lines based on wait. Lines A and B will primarily process Guests with students. Lines C and D will primarily process UI students not sponsoring anyone.

Personal Item Check Stations Duties

Campus Rec:

1. Inspect bags of all patrons. This is a cursory inspection—meaning, a quick look at the items in the bag
2. Confiscate lighters, tobacco, pepper spray, combs with a long tail, and anything that looks like a weapon.
3. Ask patrons to empty their pockets of keys or change.
4. Large chains and belt buckles will also need to be removed.
5. Any liquids should now be disposed of.

Student Patrol 1-8:

1. Monitor guests flow thru metal detectors.
2. If something sets off the detector, the guest will be directed to the side to be “wanded.”

Sign In Tables Duties

IUB/CBSU:

1. At guest lines, take digital photos of guest IDs next to their UI sponsor’s i-card.
2. *IUB is responsible for uploading the digital photos, saving images, and providing a guest count to the Campus Recreation following the event.*
3. At student only lines, swipe the i-card of UI student.
4. Help move people quickly into the dance and so they do not linger at the sign in tables.

Exit Monitors Duties

Campus Rec:

1. Monitor locations in the main gym and lobby to ensure guests do not have access to other doors. Guests may leave the east gym doors only, but may not reenter. No reentry to lobby area other than restroom access.

End of Dance

At 1:40 a.m., the lights will be turned on. At this time, IUB/CBSU will meet at the southwest corner of the gym at 1:30 a.m. and link arms to direct people to the doors at 1:40 a.m.

Pre Event Set-up

Campus Rec

- laptops, network connection
- lobby tables/chairs
- posts in gym and in lobby areas
- remove volleyball stands/equipment
- check lockers in gym and hallways
- set up metal detectors/bins
- provide clickers and security vests

IUB/CBSU

- Cameras/tripods/ID templates
- DJ can arrive as early as 9p and should have no more than 3 members in crew.

F & S

- Outside lines/runners
- Risers
- *note alarm on patio will go off at 10 p.m.

Electrician

- Provide extra power in gym and lobby area

Campus Rec Meeting

A brief meeting with student staff working the dance to occur at 9:30 p.m.

Lead by Emily Atkins/Sean Veal

Items to cover

- Duties of each post
- Assistance of pro staff (each will have radios)
- Who to go to for assistance
- How staff will rotate
- Remind ticket takers to look for “Dance” on ticket—not “show” and that they **MUST** keep the count on the clickers and if they rotate—give to the next person.
- Debriefing will occur after the dance with everyone

All Dance Meeting

A meeting with UIPD, IUB, ODOS, electrician and Campus Rec to occur at 9:30 p.m. will be led

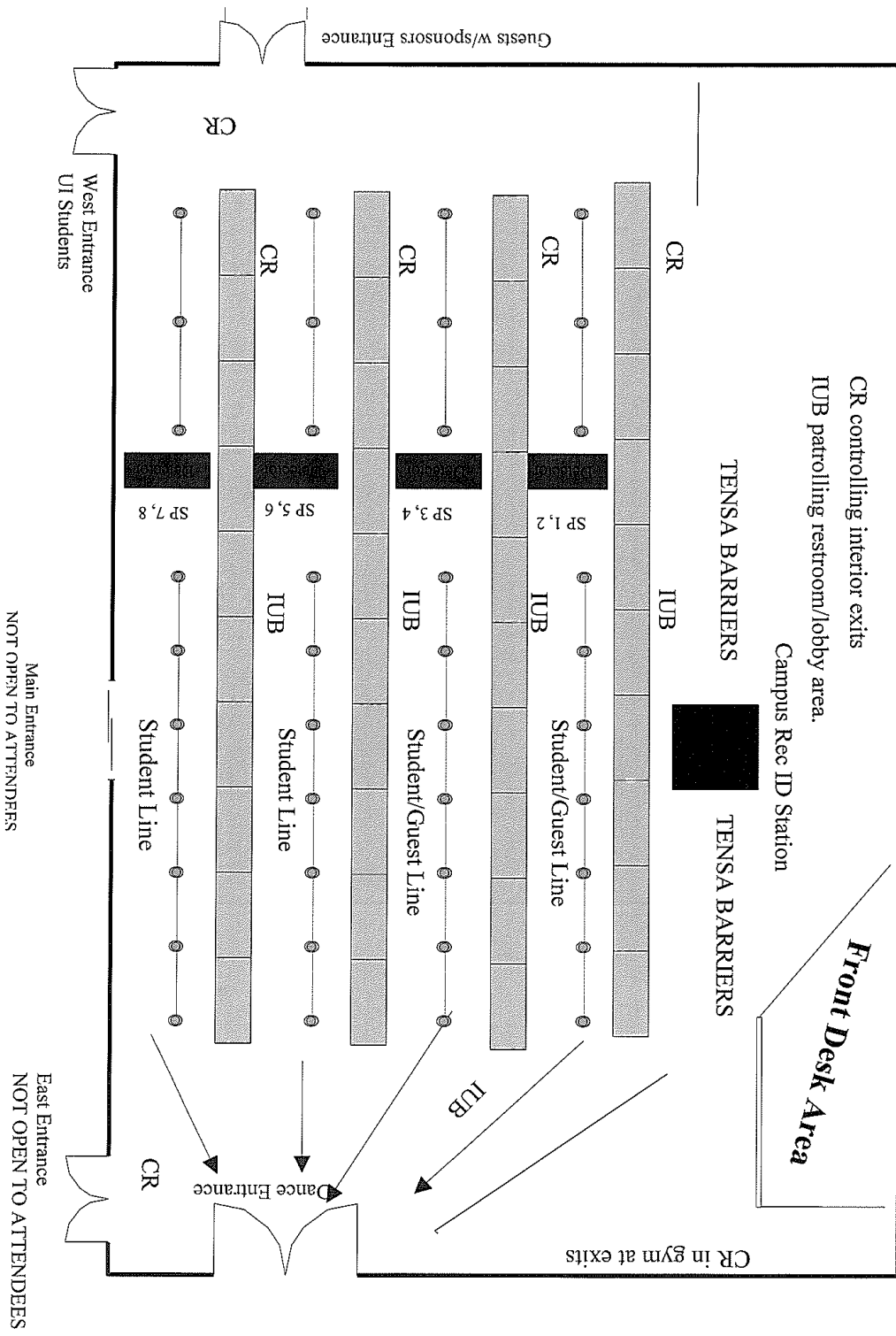
by Campus Recreation.

Items to cover

- Welcome
- Introduction of pro staff, police, electricians, ODOS, and sponsor's advisors
- Any questions about the roles of each group?
- Remind the outside staff that it is critical that they get people in the right lines, with IDs, tickets, sponsors, etc.
 - Ask Amanda to pass around an example.
- Ask police to update everyone on:
 - what to look for with intoxicated guests and how to handle
 - what to look for during bag checks and how to be efficient
 - what is going to happen if there is a problem
 - how will this be communicated to pertinent individuals;
 - role of the UIPD and Student Patrol
- Remind that we are only accepting state issued IDs.
- Talk about whom to go to for issues—the event sponsor first.
- Remind that we will debrief after the dance.

Everyone needs to be in their posts by 10:15 p.m.at the latest.

CRCE Dance Lay Out



Appendix D – CRCE Late Night Dance Staffing (BGC)

Aug. 28 Late Night Dance

Event Staffing

Please arrive at CRCE no later than 9:30 p.m. for Pre-Event & Security Meeting
Doors open at 10:30 p.m. and close at 1 a.m.

OUTSIDE

Pool Patio Entrance - Guest Entrance Duties

BGSA: BGSA will stand at the end of the line and along the side of the line to ensure that BEFORE anyone enters the line, that they have a ticket, state-issued ID, and a sponsor. Limit 2 guests per UI student sponsor. While guests are in line, BGC will make sure guests form a straight line. BGC will also instruct guests that they can help keep the line moving if they dispose of any liquids before they enter, remove chains, and are prepared to empty pockets and have their purses inspected. Lighters, tobacco, hair picks will be taken.

Campus Rec 3, 4: When guests arrive to the front of the line, they should already be with their sponsor but CR will check this, tear their tickets and verify that they have a state-issued photo ID. Sponsors must have an i-card to verify status as a UI student. Instruct them to keep their IDs out for sign in.

Front Entrance – Student/Greek Entrance Duties

BGSA: BGSA will stand at the end of the line and along the side of the line to ensure that BEFORE anyone enters the line, that they have a ticket and a state-issued ID. BGC will make sure guests form a straight line. BGC will also instruct guests that they can help keep the line moving if they dispose of any liquids before they enter, remove chains, and are prepared to empty pockets and have their purses inspected. Lighters, tobacco, hair picks will be taken.

Campus Rec 5, 6: When guests arrive to the front of the line, CR will check this, tear their tickets and verify that they have a state-issued photo ID if Greek and an i-card if UI student. Instruct them to keep their IDs out for sign in.

Traffic Flow Monitor Duties

Campus Rec 1, 2: CR staff member will be stationed at these positions to ensure a steady flow of people are allowed from the line to the doors. It is important to maintain a steady flow but not to get too backed up. The person at the guest line can allow more people because we realize people take time to walk thru the patio. Also, keep in mind we have 3 lines inside for the guests.

UIPD WILL MAINTAIN PRESENCE AT BOTH LINES OUTSIDE WHILE DOORS ARE OPEN.

INSIDE

Line Directors Duties

Campus Rec: CR staff will direct which line people should go to, based on wait. Lines A, B, and C will process Guests with students. Lines C and D will process students not sponsoring anyone and Greeks.

Personal Item Check Stations Duties

Campus Rec: CR staff will inspect bags of all patrons. This is a cursory inspection—meaning, we want a quick look at the items in the bag—confiscate lighters, tobacco, pepper spray, combs with a long tail, and anything that looks like a weapon. Ask patrons to empty their pockets of keys or change. Large chains and belt buckles will also need to be removed. Any liquids should now be disposed of.

Student Patrol 1-8: SP will monitor guests flow thru metal detectors. If something sets off the detector, the guest will be directed to the side to be “wanded.”

Sign In Tables Duties

BGC 5-10: BGC will take digital photos of guest IDs next to their UI sponsor’s i-card. BGC is responsible for uploading the digital photos, saving images, and providing a guest count to the Late Night Dance committee following the event.

BGC 11, 12: BGC will swipe the i-card of UI students who are not sponsoring guests and will have sign in sheets for Greek students. BGC will provide guest count of Greek guests to the Late Night Dance committee following the event. Campus Rec will provide i-card report to the Late Night Dance committee following the event.

BGC 1-4: Will help move people quickly into the dance and so they do not linger at the sign in tables.

Exit Monitors Duties

Campus Rec: Campus Rec staff will stand at locations in the main gym and lobby to ensure guests do not have access to other doors. Guests may leave the gym doors only, but may not reenter.

End of Dance

At 1:40 a.m. the lights will be turned on. At this time, BGC will meet at the southwest corner of the gym at 1:30 a.m. and link arms to direct people to the doors at 1:40 a.m.

Pre Event Set-up

Campus Rec:

Network connection, metal detectors and tables in lobby, garbage cans, orange “runners”

Equipment needed:

Counters, personal item bins, security vests, laptops

F&S:

Outside staging areas, risers for DJ

Campus Rec Meeting

A meeting with student staff working the dance to occur at 8:30 p.m.

Lead by Event Manager: _____

Items to cover:

- Duties of each post
- Assistance of pro staff (each will have radios)
- Who to go to for assistance
- How staff will rotate
- Remind ticket takers that they **MUST** keep the count on the clickers and if they rotate—give to the next person.
- Debriefing will occur after the dance with everyone

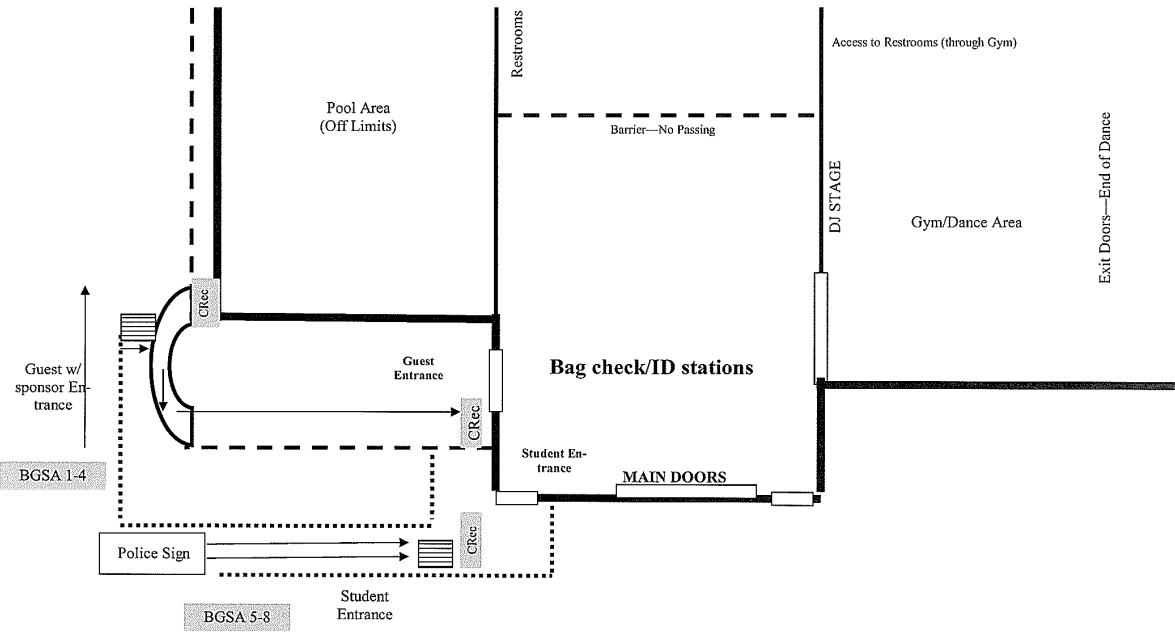
All Dance Meeting—meeting with UIPD, BGC, ODOS, and Campus Rec to occur at 9:30 p.m. will be led by Campus Rec Staff, ODOS and UIPD.

Items to cover

- Welcome
- Introduction of pro staff, police, electricians, ODOS, and BGC advisors
- Any questions about the roles of each group?
- Remind the outside staff that it is critical that they get people in the right lines, with IDs, tickets, sponsors, etc. Ask Natalie to pass around a ticket example.
- Ask Skip to update everyone on things like—what to look for with intoxicated guests and how to handle; what to look for during bag checks and how to be efficient; what is going to happen if there is a problem—how will this be communicated to pertinent individuals; role of the UIPD and Student Patrol
- Remind that we are only accepting state issued IDs.
- Talk about whom to go to for issues—the event sponsor first.

Everyone needs to be in their posts by 10:15 p.m. at the latest.

Appendix E - General CRCE Diagram Outside/Inside

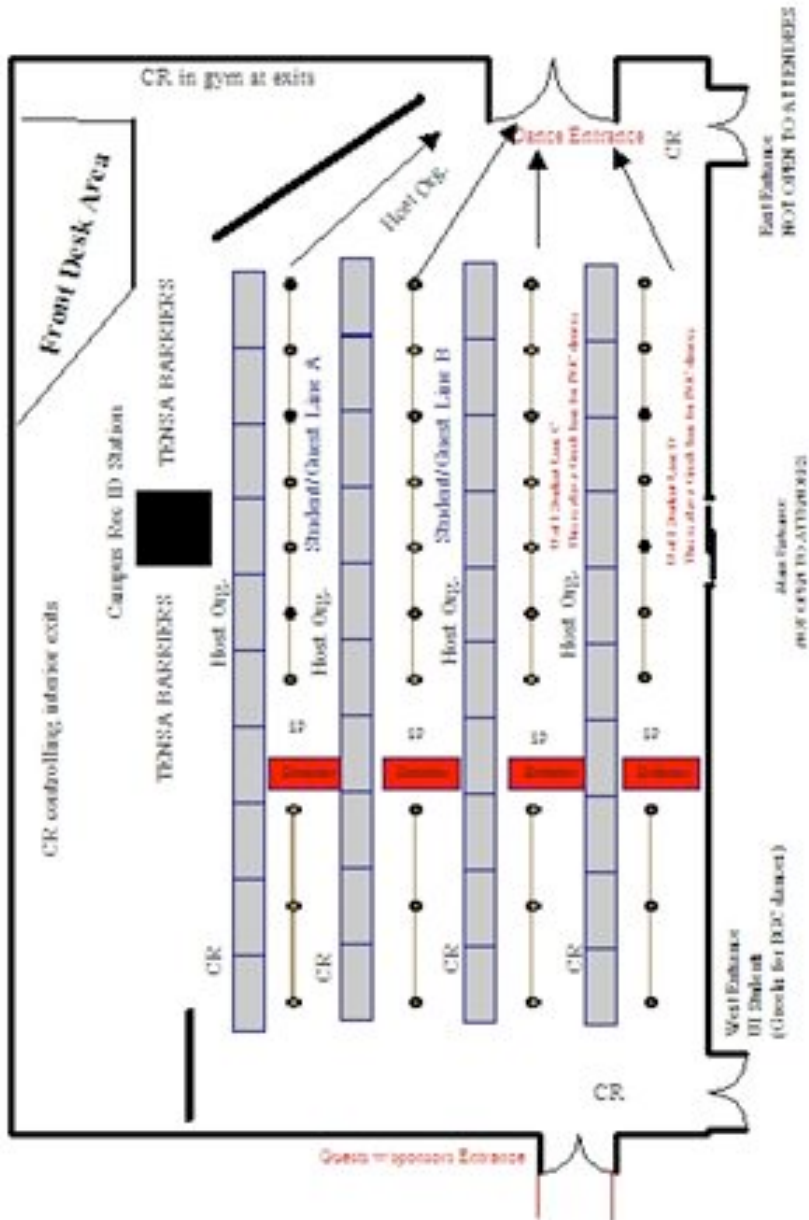


CRCE - 1102 W. Gregory Drive

Parking Garage Located HERE

S. Dornier Drive

CRCE Dance Lay Out



Appendix G – Late Night Dance Event Staffing Plan

Late Night Dance (LND) Overview:

The LND program was developed in response to students’ articulated need for safe, affordable venues to host social events after midnight on Friday and Saturday evenings. Underrepresented students, in particular, struggle with the persistent lack of safe and accessible local venues that cater to their social and cultural interests. Consequently, the University developed the Late Night Dance program to provide suitable, late night programming for all students within the campus community.

Organization Name: _____

Date of LND: _____

Current Organization Leadership:

President: _____ UIN: _____

Treasurer: _____ UIN: _____

Authorized Agent 1: _____ UIN: _____

Authorized Agent 2: _____ UIN: _____

Authorized Agent 3: _____ UIN: _____

Total Number of Members in Organization: _____

Members Staffing the Dance

1. Name: _____ UIN:

2. Name: _____ UIN:

3. Name: _____ UIN:

4. Name: _____ UIN:

5. Name: _____ UIN:

6. Name: _____ UIN:

7. Name: _____ UIN:

8. Name: _____ UIN:

9. Name: _____ UIN:

10. Name: _____ UIN:

[Note: A minimum of 10 people are required to staff LNDs]

Appendix H – Late Night Dance Event Co-Sponsorship Request

Late Night Dance (LND) Overview:

The LND program was developed in response to students’ articulated need for safe, affordable venues to host social events after midnight on Friday and Saturday evenings. Underrepresented students, in particular, struggle with the persistent lack of safe and accessible local venues that cater to their social and cultural interests. Consequently, the University developed the Late Night Dance program to provide suitable, late night programming for all students within the campus community.

Hosting Organization Name: _____

Co-Sponsoring Organization Name: _____

Date of LND: _____

Hosting Organization Current Leadership:

President: _____ UIN: _____

Treasurer: _____ UIN: _____

Authorized Agent 1: _____ UIN: _____

Authorized Agent 2: _____ UIN: _____

Authorized Agent 3: _____ UIN: _____

Total Number of Members in Organization: _____

Co-Sponsoring Organization Current Leadership:

President: _____ UIN: _____

Treasurer: _____ UIN: _____

Authorized Agent 1: _____ UIN: _____

Authorized Agent 2: _____ UIN: _____

Authorized Agent 3: _____ UIN: _____

Total Number of Members in Organization: _____

As president of _____ and president of _____ we agree to comply with all guidelines outlined in the LND Manual and equally share all the responsibilities associated with hosting this LND event.

President of Hosting Organization’s Signature

Date

President of Co-Sponsoring Organization’s Signature

Date

Appendix I – Late Night Dance Date Exchange Request

Late Night Dance (LND) Overview:

The LND program was developed in response to students’ articulated need for safe, affordable venues to host social events after midnight on Friday and Saturday evenings. Underrepresented students, in particular, struggle with the persistent lack of safe and accessible local venues that cater to their social and cultural interests. Consequently, the University developed the Late Night Dance program to provide suitable, late night programming for all students within the campus community.

Hosting Organization Name: _____

Co-Sponsoring Organization Name: _____

Date of LND: _____

Hosting Organization Current Leadership:

President: _____ UIN: _____

Treasurer: _____ UIN: _____

Authorized Agent 1: _____ UIN: _____

Authorized Agent 2: _____ UIN: _____

Authorized Agent 3: _____ UIN: _____

Total Number of Members in Organization: _____

Co-Sponsoring Organization Current Leadership:

President: _____ UIN: _____

Treasurer: _____ UIN: _____

Authorized Agent 1: _____ UIN: _____

Authorized Agent 2: _____ UIN: _____

Authorized Agent 3: _____ UIN: _____

Total Number of Members in Organization: _____

As president of _____ and president of _____ we agree to exchange our assigned LND date. Further we agree to comply with all procedures outlined in the LND Manual and accept all responsibilities associated with hosting this LND event.

President of Hosting Organization’s Signature

Date

President of Co-Sponsoring Organization’s Signature

Date