What is considered a “Late Night Dance/Party?
A Late Night Dance / Party is a dance / party event which exceeds the normal operating hours of the assigned venue / building on campus whose main purpose is for a student social gathering and not solely focused on raising contributions for a charity.

3-STEP Late Night Dance / Party Event Planning Process- Timeline Requirements

STEP 1: RESERVE

Complete the Reservation Form a minimum of 21 days before the Late Night Dance / Party event, with confirmation that the group has enough members (10) to put on the event or confirmation that the group has found another SGA approved group to co-sponsor the event.

The student group must identify who their advisor is when making the reservation. The advisor must attend the Pre-Event Planning Meeting and be in attendance throughout the event. Authorized advisors include and are limited to:

- The Coordinator Fraternity & Sorority Life
- Associate Director, Student Diversity and Development
- Director, Fraternity & Sorority Life
- Director, Student Activities

STEP 2: PLAN/PROMOTE

Meet with assigned Event Manager to hold Pre-Event Planning Meeting at least 14 days before the event with advisor and at least two members of the Student Organization in attendance. No marketing or promoting should occur regarding the event until the Pre-Event Planning Meeting has concluded.

STEP 3: TICKET

Contact Ticket Office at least 5 business days from the “ON SALE DATE”, to discuss ticketing. *All indoor Large Limited Capacity events will be ticketed.
It is recommended based on the event that the tickets be distributed as follows: 1 ticket per OneCard or 1 ticket per OneCard + 1 guest.

*If the above timeline requirements are not met, the event may be CANCELLED**
General Conditions/Requirements

**Authorized Event Hours**
Late Night Dance/Party events must end by 1am while not exceeding 4 hours in length.

**Event Marketing / Communication**
Student group sponsoring the event will be responsible for communicating the following points as part of their event promotion. Communication must be reviewed and approved by the Director of Student Activities and the ECS Event Manager while planning the event and prior to any promotional activity. *Failure of the group to properly promote the event may result in the event being cancelled.*

The promotion materials must include:
- The event is limited to Towson University Students.
- Access will be denied to anyone under the influence as determined by event staff.
- The Ticket Office for TU Student tickets only will be open until 1 hour prior to the end of the event until the event is sold out (if the Ticket Office is scheduled to be in attendance in WV Commons).
- Students will not be permitted access without a valid Student OneCard.
  
  *Sample marketing including links to all social media must be provided to your Event Manager.*

**Group Volunteer Responsibilities- See document**
Host Organization Students Working the Event:
This document is designed to define the roles and responsibilities of each individual volunteer within a student group to assist Event and Conference Services staff during complex events. For each event, the student group must have **at least 10 and no more than 20 individuals** whose sole responsibility is to be assigned a position described below. A failure to uphold these expectations may result in future rights to hold complex events or the event ending early. **All student organization personnel working the event should have a wrist band on to move from the 4th floor as needed.**

*4 Ticket Takers/Gate Assistants in place at all times.* This position’s sole responsibility will be to collect tickets, and verify ID’s to ensure student tickets are accompanied by a valid OneCard belonging to the individual students. This position will need to be firm when access cannot be granted to guests, (I.E. the person does not have a valid ticket or wristband).

**Profit Policy**
Individual students cannot personally benefit from a student event.
Restrictions & Procedures

- No access to anyone under the influence as determined by event staff.
- Access to the event will be permitted until 12 midnight for those people who have a ticket or are able to purchase a ticket based on availability. The building will be closed with no further access at 12 midnight.
- Late Night Party events are limited to 1 per semester and will not be scheduled during other major events including football games.
- 20 Student organizing staff will be wrist banded prior to the event. In addition, the DJ’s staff will be wrist banded to provide access. The wristbands will provide access to the 4th level without a ticket and may leave and re-enter the 4th floor.
- Food and beverages are not permitted in the West Village Commons Ballroom except for the water served in this location. Only water may be brought into the ballrooms.

Required Public Announcements
The below announcement is to be made by the DJ at the start of the event.

EMERGENCY EXIT AND RELATED ANNOUNCEMENT
“Ladies and Gentlemen: Welcome to Towson University! At this time we would like to remind you of the following:

Towson University is a smoke-free campus. Smoking is prohibited anywhere on campus.

In the event of an emergency, please proceed to the nearest marked exit in calm and orderly fashion.

Thank you for your cooperation!”

Tax Liability
Concession sales and/or other forms of income, such as admissions charges, may result in a tax liability to the organization. Proceeds may also be subject to retail sales or amusement tax. Tax information is available and settlement of tax monies owed will be handled by the Ticket Office located in room 110 of the University Union. (if need be, student groups can get tax ID from the University).
**Ticket Office**
All ticketing will be conducted through the University Ticket Office.

- The Ticket Office will provide a copy of the guest list to the Event Manager prior to the start of the event. Only guests who are listed on the guest list and provide a picture ID will be permitted access to the event.
- The Ticket Office will remain open until 1 hour prior to the scheduled end of the event.
- Host members must articulate the names of their guests to the Ticket Office at the time of purchase/issuance.
- Outside guests cannot purchase tickets.
- All guest tickets must be purchased in advance; guest tickets may not be purchased after 4:30pm on Friday.
- The maximum number of non TU student guests permitted will be 30 where members of the host student organization may obtain up to 2 tickets each not to exceed a total of 30 outside guests. Only student members of the host organization may obtain guest tickets.
- Maximum capacity with tickets issued for students and up to 30 outside guests is 530 people in the WV Commons Ballrooms. 530 Tickets including the 30 outside guests.
- TU students will be able to purchase tickets for themselves the evening of the event as long as the event is not sold out and the Ticket Office is open or present at the West Village Commons.
- Student Access – A ticket and a valid OneCard is required for access. No exceptions.
- Guest Access – A guest ticket, the guest’s picture ID and the guests name on the guest list is required for access. No exceptions.
- The Ticket Office will deposit collected funds with the Auxiliary Cash Office.
- Security will conduct wanding and bag search for all guests upon entry.
- There is no Re-Entry to this event (4th floor).
- Anyone adjusting the lights or permitting access to the building once secured will be removed from the event. No exceptions.

**Venue Limitations**
Late night dance/party events are held only in the West Village Commons Ballrooms with the 3rd and 4th floor lounge areas also reserved.