

# **University of Southern California**

## **Dance Policy**

### **Planning Booklet & Approval Form**

If you have any questions, please contact Trojan Event Services at  
(213) 740-6728 or [scevents@usc.edu](mailto:scevents@usc.edu).

**University of Southern California**  
**Large Dance Policy**

Having a dance in University of Southern California facilities requires pre-planning for the student organization to assure an event that is pleasurable and safe for all those who participate.

The Student Organization Large Dance Policy includes provisions for four (4) levels of dances as follows:

Level 1 – Open to USC student organization members only

Level 2 – Open to USC students only

Level 3 – Open to USC students and guest (s)

Level 4 – Open to USC students, guest (s) and other college students

Depending on the level of the event and the anticipated attendance, the costs, timing, locations and security requirements vary. The only approved location for student organization dances is the Ronald Tutor Campus Center Grand Ballroom. Fees paid by the student organization vary depending on the location, staffing, security and room set-up. Additional costs may include rented equipment, entertainment and/or catering.

**Violation of any of the event planning guidelines will be reviewed by the Assistant Vice Provost for Student Affairs and referred to the Office for Student Judicial Affairs and Community Standards for adjudication where appropriate sanctions will be issued.**

**DEFINITIONS**

**Level 1 Event:**

Level 1 events are open to recognized and approved sponsoring student organization members only. Must present valid USC ID.

**Level 2 Event:**

Level 2 events are open to all USC Students with valid USC ID.

**Level 3 Event:**

Level 3 events are open to USC Students with valid USC ID and no more than (1) guest per USC Student with photo ID and proof of 18 years or older.

**Level 4 Event:**

Level 4 events are open to USC Students with valid USC ID with no more than (1) guest per USC Student with photo ID and proof of 18 years or older. College students also welcome with valid college photo ID and proof of 18 years or older. Non-USC college students are not permitted to bring guests.

## TROJAN EVENT SERVICES - PLANNING A DANCE IN THE TROJAN GRAND BALLROOM

	Expected Attendance*	Approved Location	Approved Reservation hours	Entry Guidelines	Minimum Security Staffing	Fees
<b>LEVEL 1</b>	1 – 600**	Ronald Tutor Campus Center Grand Ballroom  Ronald Tutor Campus Center Grand Ballroom has ONE pre-approved Dance Event Setup with utilizes Ballroom sections C & D as the point of entry for all guests. All check-ins and ID checks will take place in this section.	May only be scheduled between 3:00 p.m. on Friday and 5:00 p.m. on Sunday.	Level 1: Official member(s) of the organization identified during the dance-planning meeting, to check USC ID and validated membership. Can assess the roster at EngageSC.	Please contact the Department of Public Safety (DPS) directly to discuss security staffing requirements.	All fees will be determined by Trojan Event Services and service-providing departments (i.e., DPS, FMS, etc.)
<b>LEVEL 2</b>	100 – 600**			Level 2: USC students with valid USC ID. USC sponsoring organization may be given permission by DPS for student's security to check IDs. Sponsoring organization members identified during the dance-planning meeting, to wristband and collect admission fees.		
<b>LEVEL 3</b>	100 – 600**			Level 3: USC students with valid USC ID and no more than (1) guest per USC student with photo ID and proof of being 18 years or older. The guests must show photo proof of age 18 or older before entering the dance. The USC student of the sponsoring organization will be held responsible for the guest.  DPS or CSC Security to check ID's. Sponsoring organization members identified during the dance-planning meeting, to wristband and collect admission fees.		
<b>LEVEL 4</b>	100 – 600**			Level 4: USC Students with valid USC ID with no more than (1) guest per USC Student. Non-USC college students are expected to sign in and must present valid college photo ID and proof of 18 years or older.  DPS Security to check ID's. Sponsoring organization members identified during the dance-planning meeting, to wristband and collect admission fees.		

\*Events will vary in size. The estimated attendance is used to develop staffing and security needs/requirements. Every event will be evaluated individually and assigned to an appropriate level based on a variety of factors (size, audience, time, history of event/program, experience with student organization, etc.).

\*\*Six hundred (600) is the limit set by the Fire Marshal for dances in the Ballroom Sections A & B. Sections C&D must be used as the point on entry for all guests. Clickers are used to count attendees as they enter.

## General Policies for All Dances

### **REQUIRED APPROVAL FOR DANCES AND SOCIAL EVENTS**

Each of the following departments must submit the approval form of the final event in addition to standard approvals required for all events. See Outdoor Event and/or Dance Approval Form.

1. Student Organization Faculty/Staff Advisor
2. Director of Campus Activities –SKS 410
3. Office of Fraternity and Sorority Leadership (Greek events only) – Jenell Bukky Lanski (bukkylan@usc.edu)
4. Director of Trojan Event Services – Michael Prenger (prenger@usc.edu)
5. Department of Public Safety – Lt. Mark Cervenak (mcervenak@dps.usc.edu)
6. Monique Allard, Assistant Vice Provost for Student Affairs, Student Engagement
7. Ainsley Carry, Vice President for Student Affairs

Additional approvals may be required for events serving food or alcohol, filming, fundraising, or selling merchandise.

### **PRE-EVENTS MEETING**

Sponsoring Organization must attend the University Events Group Meeting with DPS, Trojan Event Services, Fire Safety, Transportation Services, FMS, USC Hospitality, Filming, and Athletics at least 6 weeks prior to the event date. The University Events Group Meeting meets every Wednesday and accepts appointments for event proposals from 1:00 p.m. – 3:00 p.m. To get on the schedule for one of the meetings please email [scevents@usc.edu](mailto:scevents@usc.edu) at least a week in advance.

### **RESPONSIBILITIES OF THE STUDENT ORGANIZATION SPONSOR**

In order to hold a dance in the Ronald Tutor Campus Center Grand Ballroom, the student organizations must:

Before the event:

1. Participate in the above-mentioned pre-event meeting with key service providing departments.
2. Reserve the venue at least 5 weeks in advance and complete all required paperwork by indicated due dates.
3. Meet with Trojan Event Services staff at least four weeks prior to the event date to discuss the specifics of the event and to complete the required paperwork.
4. Identify two student organization members to work as on-site contacts during the entire event.
5. Ensure that all promotional materials are approved prior to distribution.

During the event:

1. Attend the event from start to finish including arrival when the reservation starts to answer any questions that may arise from the audio/lighting or house team.
2. Wear name badges/stickers or clothing that clearly identifies them as the event

- sponsors to advisors, DPS, guests and other relevant personnel.
3. Perform event management duties during the entire event as applicable to the type of event, including selling tickets, collecting tickets, checking IDs, registering guests, managing the stage area and overseeing the audience activity.
  4. Assist with crowd control, including emergency exit monitoring and notifying DPS, advisors, Trojan Event Services or TCC staff of any problems that arise during the event.
  5. Announce the approved end time of the event during the activity.

After the event:

1. Announce that the event has ended.
2. Assist in clearing people from the facility.
3. Remain onsite until all cleanup and strike has been completed.

### **EVENT SECURITY REQUIREMENTS**

All dances/socials in the Ronald Tutor Campus Center Grand Ballroom require security personnel according to the level of dance on site for the event. All non-student security personnel must be scheduled through DPS but will likely be a combination of armed and unarmed DPS officers and outsourced security personnel (Staff Pro or CSC). All security costs are the responsibility of the student organization.

### **WAND DETECTORS**

An event may require the use of wand detectors if it is one where the student organization or department books the Ronald Tutor Campus Center Grand Ballroom for an event that has the following criteria:

1. Advertising and admission is open to non-USC attendees; and
2. The event is not primarily a performance with a seated audience

This will be decided by the DPS in consultation with the Vice President for Student Affairs.

### **FUNDRAISING**

All student organizations requesting to use this event as a fundraiser must complete the Fundraising Approval Request Form. See [trojanevents.usc.edu](http://trojanevents.usc.edu). This includes food/beverage cash sales, item sales, donations collected for the organization and charity collection.

### **TICKET SALES**

All tickets must be purchased by a University of Southern California student with a valid USC ID. A USC student with a valid USC ID must purchase tickets for guests. All guests must be present at the time of ticket purchase and present a valid college ID. The Fundraising Approval Request Form must be completed for ticket sales.

Tickets must be printed and sequentially numbered. All tickets must be printed with the following information:

1. Event is not open to the general public.
2. Permitted Attendees according to the level of dance (USC students, guests with valid

- ID, college students with valid ID)
3. All USC students must show valid USC ID to enter the venue.
  4. All guests must show valid photo identification to enter the venue.
  5. All guests must be 18 years or older with proof of age.
  6. No alcohol or drugs permitted.
  7. No in-and-out privileges.

#### **AUDIO/VISUAL INFORMATION REQUIREMENTS**

All audio/visual requirements must be made known to Trojan Event Services at least four weeks prior to the event. Performances will require technical riders, input lists, and backline delivery schedules. Please consult with your Ballroom Production Manager for required documents.

#### **EVENT COSTS**

The sponsoring organization is responsible for the payment of all venue rentals and staffing fees; security personnel fees; required fire and building safety permits; and any other associated event costs. All payments are due in advance of the event.

#### **STAFF OR FACULTY ADVISOR PARTICIPATION**

The organization's staff or faculty advisor must be present for all meetings. For level 3 and 4 events, the staff or faculty advisor must be present for the duration of the event.

#### **CLEANING & DAMAGES DEPOSIT**

\$1,000.00 refundable cleaning and damage deposit is required for all events. The cleaning and damage deposit will be kept for any events for which the venue is not cleaned or damaged by the end of the reservation time.

#### **CANCELLATION POLICY**

Cancellation within three weeks of the event date results in the loss of 100% of venue rental and staffing fees.

#### **INDEMNIFICATION POLICY**

**Indemnity:** Purchaser assumes complete responsibility for the conduct of the persons attending the event and the condition of the University's property and facilities after the event. Purchaser must return the University's facilities to the condition they were in before the event. Any costs incurred by the University in cleaning or repairing the University's facilities after the event will be assessed to the Purchaser and may be deducted from any cleaning and damage deposit placed by the Purchaser. The University assumes no responsibility for the loss, theft, or damage of personal property or damage to the person for the Purchaser or any of its event participants or guests. Purchaser agrees to indemnify and hold the University and its employees, contractors and agents harmless from and against all claims, damages, actions, liabilities, costs and demands arising from Purchaser's and Purchaser's event participants' and guests' use of the University's facilities.

**Limitation of Liability:** Notwithstanding anything to the contrary contained herein, to the maximum extent permitted by law, in no event will USC be responsible for any incidental

damages, consequential damages, exemplary damages of any kind, lost goodwill, lost profits, lost business and/or any indirect economic damages whatsoever regardless of whether such damages arise from claims based upon contract, negligence, tort (including strict liability of other legal theory), a breach of any warranty or term of this agreement, and regardless of whether Purchaser was advised or had reason to know of the possibility of incurring such damages in advance.

**Objectionable Persons:** The University reserves the right to eject from the facility any person whose behavior causes harm to themselves, other attendees or University property. Neither the University nor its employees shall be liable to Purchaser for any damages that may be sustained through the exercise of such a right.

### **FOOD & BEVERAGES**

All events wishing to serve food and/or beverages must obtain a signed Food and Beverage Form from USC Hospitality Services at least two weeks prior to the event. The caterer name and contact info must be on file with Trojan Event Services at least three weeks prior to the event.

All catering must set up after the reservation start time and be completely cleaned and vacated from the venue by the reservation end time. Late catering pick-ups or excessive cleanup requirements will result in the loss of the cleaning and damages deposit.

### **ALCOHOL & DRUG POLICY**

Drugs, alcohol and controlled substances are not permitted at University dances. No smoking is permitted on the Ronald Tutor Campus Center premises.

### **PUBLICITY/ADVERTISING/MARKETING**

All advertising and communication plans/timelines must be submitted in advance to the approving departments. No advertising is permitted until all approvals, paperwork and final payments have been received.

All printed publicity such as flyers, posters and/or postcards must include the entry guidelines listed below in accordance with the level of dance identified during the dance agreement-planning meeting.

All posters need to be approved by Campus Activities before they go up around campus (including residence halls). Remember, if you haven't registered your event with the office, your flyers will not be approved for posting.

Campus Activities stamps all posted materials as a certification that the sponsoring organization has met all the applicable conditions as outlines in the SCampus.

The following must be indicated on ALL materials to be posted:

1. The full name of the sponsoring organization
2. The time, date and place of the event
3. Any entrance fees or costs to participate

#### 4. Entry guidelines

**Entry Guidelines (included on publicity):**

- **Level 1 (Open to University of Southern California student organization members only)**

University of Southern California ('organization name') members with valid USC ID

- **Level 2 (Open to University of Southern California students only)**

University of Southern California (or USC students) with valid USC ID

- **Level 3 (Open to University of Southern California students and guest(s))**

University of Southern California (or USC students) with valid USC ID or college students with valid college photo ID and proof of 18 years or older

- **Level 4 (Open to University of Southern California students, guest(s), and other college students)**

University of Southern California community (or USC students) with valid USC ID or college students with valid college photo ID and proof of 18 years or older.



# PLANNING A DANCE – WORKSHEET

## **Step 1: Pre-Event Planning**

- Have you scheduled your pre-event meeting with your advisor and Campus Activities?
  - What level of dance are you planning?
  - What is the reason/purpose for the event?
  - What entertainment are you hoping to have?
  - How will your entrance access work? (i.e., Guest list, wristband, tickets, etc.)
  - Are you planning to serve food/beverages?
- Assemble your team.
  - Who is the main contact responsible for coordinating all venue logistics and approvals? This person will also be responsible for managing day-of event logistics.
  - Do you have at least two crowd monitors?
  - Do you have post-event cleanup volunteers identified?

## **Step 2: Secure the Venue**

- Submit your reservation request to Trojan Event Services at least 5 weeks in advance to secure a date. Trojan Event Services will book your event and send you all required paperwork. Include in your schedule:
  - Facility set and ready by \_\_\_\_\_; Catering set and ready by \_\_\_\_\_; Arrival time \_\_\_\_\_; Event Start time \_\_\_\_\_; Event End time \_\_\_\_\_
  - DJ/ Band announces last song \_\_\_\_\_ (lights up)
  - Cleanup completed by \_\_\_\_\_
- Have you turned in your \$300.00 Non-Refundable Deposit for the Ballroom? Due five business days (one week) after your event is booked.
- Have you turned in your signed Event Status Report (contract) for the Ballroom? Due five business days (one week) after your event is booked.
- All other paperwork will be listed on your contract with respective due dates that must be adhered to or your event will be cancelled.
- Final payment is due two weeks prior to your event.

## **Step 3: Logistics and Planning**

- Create a Budget for your Event
  - Room rental cost, Venue staffing costs, security, catering, entertainment, technical equipment, decorations, and supplies.
- Food and Beverage Arrangements
  - Is your caterer approved by USC Purchasing or do they need to submit paperwork for approval (approval takes 2-4 weeks)?
  - Have you walked the space with your caterer to determine load-in location, set up time, cleanup schedule?
  - Have you arranged for parking for your caterer?
- Book Talent
  - Forward the DJ or band's technical rider and contact information to Trojan Event Services at least four weeks prior to your event.

- Have you arranged for parking for your talent?
- ❑ Secure Necessary Technical Equipment
  - Have you completed the Ballroom Technical Rider form?
  - What equipment does your talent require?
  - Does Trojan Event Services provide this equipment or do you need to rent from an outside company?
- ❑ Vendor Arrangements
  - Are you renting any additional equipment for your dance (lighting, audio, linens, decorations, etc.)?
  - Have you done a site visit with your vendors to determine placement of materials, load-in/out schedule, etc.?
- ❑ Make a List of supplies needed. Examples include:
  - Guest Lists, Event timeline, nametags, pens/sharpiers, wristbands, camera.

#### **Step 4: Obtain Final Approvals and Complete Approval Signature Page**

- ❑ Security
- ❑ Campus Activities/Student Affairs
- ❑ Turn Approval Signature Page into Trojan Event Services

#### **Step 5: Event Publicity**

- ❑ Review event publicity policy information in this handbook.
- ❑ Create publicity to include
  - Flyers, posters, invitations, advertisements, social media, email lists, etc.
- ❑ Make sure all publicity materials include the following language:
  - The full name of the sponsoring organization
  - The time, date and place of the event
  - Any entrance fees or costs to participate
  - Entry guidelines in accordance with the level of dance you are planning
    - ID requirements
  - Event is not open to the general public
  - No alcohol or drugs permitted
  - No in-and-out privileges
- ❑ Submit all publicity materials to Campus Activities for approval
- ❑ Once approved, distribute accordingly

#### **3 Weeks before the Event**

- ❑ Confirm all logistics with Trojan Event Services and DPS
- ❑ Create a final event timeline and send to Trojan Event Services

#### **Day of Event**

- ❑ Introduce yourself to the venue staff and be available to answer any questions during set up and the entire time of the event.
- ❑ Make sure all staff and volunteers have an updated event timeline.
- ❑ One hour before the event, complete a security walk with security, house staff and your event volunteers. Review ticketing and check in procedures with everyone.
- ❑ Have all guest lists/will call lists/nametags in alphabetical order.

### **Post-Event Follow-Up**

- Settle any outstanding bills
- Complete event survey or schedule follow-up meeting with Trojan Event Services.
- Send thank you notes
- Complete and file all event documents, timeline, budget, correspondence and publicity to share with future event planners.

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## **DAY-OF DANCE MEETING CHECKLIST**

The following items will be discussed during the dance staff meeting typically scheduled one hour prior to the dance start time. This checklist has been designed to ensure a pleasurable and safe dance for all those who participate.

### **Introductions**

- Sponsoring Organization
- Trojan Event Services (TES) Student Event and Security Staff
- Public Safety

### **Work Assignments**

- ID check at entry (DPS Security Staff)
- Monitor crowd (TES Staff, Public Safety and Sponsoring Organization)
- Monitoring fire exits (Public Safety)
- Wristband and collect admission fee (Sponsoring Organization)

### **Review Dance Entry Guidelines**

- Determined by level of dance, identified during dance-planning meeting.

### **Capacity**

- TES to provide counters to track attendance
- Protocol when max attendance is reached
- Number expected, general questions about size of crowd

### **Ending the party**

- Departure strategies—DJ announcement, sponsors roles, food and facility
- Outside venue

**University of Southern California – Trojan Event Services**  
**OUTDOOR EVENT AND/OR DANCE APPROVAL FORM**

This form is requesting approval to have an outdoor event and/or dance and does not guarantee your reservation. Please fill out this form completely. Prior to filling out the form, please read through the outdoor event and/or dance policy and be prepared to answer basic questions about your event's ticketing, advertising, entertainment and co-sponsorships. All requirements of the approving departments must be met prior to final event approval. Return the completed form (once all signatures have been obtained) to your Production Manager at Trojan Event Services in TCC 425.

Client Information:

Name of Student Organization:			
Contact Name (Must be a member of the student organization):		Contact Cell Phone:	
Contact Email:			

Event Information:

Event Date:	Event Location(s):	Event Start and End Time:	Expected number of attendees?
University Event Permit Application (UEPA) #	Are you required to attend an Events Meeting?	Alcohol Requested to be served?	
If alcohol requested, how will it be managed? Please explain (i.e., wristbands, limited consumption, etc.).			
Event Type: (Circle all that apply)	Dance - Fundraiser - Reception - Concert - Dinner - Cultural - Competition Other (please specify):		
Attendees (check one box):	<input type="checkbox"/> USC student organization members only <input type="checkbox"/> USC students only <input type="checkbox"/> USC students and guest <input type="checkbox"/> USC students and guest(s) and other college students <input type="checkbox"/> USC students, guest(s), other college students and community members [For Outdoor Events ONLY]		
Detailed Event Description: (Attach an additional page as needed)			

**REQUIRED EVENT REQUEST APPROVALS (Must be signed in numerical order):**

*\*Signatures below indicate that the proposed outdoor event and/or dance has been reviewed and is approved by you and that all outdoor event and dance policies and requirements will be followed.*

I have read the General Guidelines for an outdoor event and/or dance policy and agree to adhere to the policies as outlined.

Primary Contact Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_  
 USC Student ID # \_\_\_\_\_ Position held in organization \_\_\_\_\_ Date: \_\_\_\_\_

Staff/Faculty Advisor Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_  
 Title \_\_\_\_\_ Date: \_\_\_\_\_

Director of Campus Activities Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Office of Fraternity & Sorority Leadership (Greek only. The signature for the Director of Campus Activities is not required):  
 Signature \_\_\_\_\_ Print Name: \_\_\_\_\_  
 Title \_\_\_\_\_ Date: \_\_\_\_\_

Director of Trojan Event Services Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

USC Department of Public Safety Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_  
 Title \_\_\_\_\_ Date: \_\_\_\_\_

*(NOTE: This form must be sent from the Staff/Faculty Advisor to the Assistant Vice Provost for Student Affairs)*

Assistant Vice Provost for Student Affairs: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President for Student Affairs: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Date: \_\_\_\_\_