



DANCE GUIDELINES

This serves as a supplement to University Union and Recreation Center Facility Policies, and applies to all on and off-campus groups using an ASI managed space for the purpose of hosting a dance. All Campus Administrative Policies and ASI facility policies apply.

A. General Policies

1. All individuals working, attending or providing entertainment for a dance must have a valid Cal Poly Identification card or be 18 years or older.
2. Use of ASI managed facilities for dances of a commercial nature is prohibited. All fundraising activities must be 100% philanthropic in nature.
3. Maximum occupancy at dances differs from meetings and other events. Occupancy is limited by vibration thresholds, structural strength and fatigue, and occupant loads. ASI reserved the right to deny events based on expected attendance and/or limit entry into the facility to ensure that capacities are not exceeded.
4. Requests to reserve ASI managed space outside of posted facility hours are subject to approval, and must be submitted 14 days prior to the event. If approved, additional cost will be incurred as outlined on the ASI Rate Sheet [Fee Schedule](#)¹.
5. Use of alcohol, tobacco, E-cigarettes, and mind altering substances is prohibited at dances. Individuals that appear to be under the influence of alcohol or other mind altering substances will not be allowed entry.
6. Groups hosting a dance are responsible for the conduct of their members and guests, and for leaving all spaces in a reasonably clean and orderly condition. Groups will be held financially liable for any damages caused to property, grounds or equipment by their members or guests. A damage/security deposit may be required from groups, based on the nature of the event.
7. Any group or individual failing to comply with these policies may be denied further use of campus facilities and will be subject to disciplinary action through the Dean of Students Office and/or University Police.
8. Exceptions to the Dance Guidelines may be granted by the ASI Director of Facility Management or designee.

B. Definitions of Terms

1. Dance
A social gathering where dancing is the primary activity. Dances may be casual or formal and may be private or open to the public. A weekly practice for members of a chartered student organization does not constitute a dance here within.
2. Dance Venues
Dance venues include UU 220 (065-220), Chumash Auditorium (065-00), the UU Plaza, and the Multipurpose Activity Center (043-170). Dances are not permitted in other ASI managed spaces.

C. Event Planning

1. A meeting with the sponsoring organization and ASI will be conducted a minimum of 14 days prior to the event. Event details and support (including audio visual, facility set-up, staffing support and security requirements) will be coordinated at that time.
2. All details associated with dance reservations must be submitted fourteen (14) days prior to the event date. Reservations are subject to cancellation if event details are not submitted by the due date.
3. ASI Event Scheduling & Management must be informed of any change regarding an event two (2) business days in advance. Changes or cancellations made with within two (2) business days of the event will incur a fee as outlined on the ASI Rate Sheet [Fee Schedule](#)¹.

D. Event Supervision

1. ASI Event Supervisors are responsible for overseeing safety, security and maximum occupancy, and will serve as the primary customer contact at the event.
2. ASI reserves the right to require additional event supervision in the form ASI staff, University Police, or a licensed security company. Costs for additional security will be the responsibility of the sponsoring organization.
3. The number of required ASI Event Supervisors is based on the venue, projected attendance, nature of the event, and historical experience. The minimum number of ASI Supervisors and maximum attendance allowed in each venue is as follows:

Location	Attendance 1-50	Attendance 51-300	Attendance 301-500	Attendance 501 +
UU 220 (065-220)	1 Event Supervisor	Not Allowed	Not Allowed	Not Allowed
Chumash Auditorium	1 Event Supervisor	2 Event Supervisors	Not Allowed	Not Allowed
UU Plaza and Stage	1 Event Supervisor	2 Event Supervisors	3 Event Supervisors	Not Allowed
Rec Center MAC (043-170)	1 Event Supervisor	2 Event Supervisors	3 Event Supervisors	Not Allowed

¹ Fee Schedule - http://www.asi.calpoly.edu/form_policies/show/473