

The Miami University Campus Dance Policy

How to have a great event without the headaches.

This policy applies to all non-seated events that are open to the general public. Closed events with an invited guest list are not subject to this policy.

Pre-event arrangements:

1. The sponsoring student organization will register the event with the Office of Student Activities and notify the Miami University Police (MUPD) at least 10 working days in advance of the event. MUPD will assign at least two police officers to work the event, depending on the sponsors' desires, expected attendance, and how widely advertised the event is. The sponsoring organization is responsible for the staffing costs. Cancellation notice will be made at least 24 hours before the scheduled event by notifying the Police Dispatcher at 529-2222. If MUPD is not notified 24 hours prior to the event, the sponsoring organization will be charged half the cost of police services. If the sponsoring organization fails to notify the Police Dispatch for a second event cancellation, the sponsoring organization will be charged the full cost of police services.
2. The number of patrons will not exceed the stated building occupancy of the space. Once the building occupancy has been reached, no other patrons may enter until an equal number of patrons exit. The sponsoring organization will provide wrist bands to all patrons who have paid the admission fee.
3. The sponsoring organization will designate two individuals to assist MUPD with the management of the event. These two individuals will meet with the police supervisor at least thirty minutes before the event begins.
4. The sponsoring organization will include language in the contract with the DJ that the event will end at the scheduled time or a fee will be deducted from the payment to the DJ.
5. MUPD will determine the appropriate level of lighting. Proper planning and cooperation will be used to eliminate the use of furniture and fixtures that may be used in the event there is an altercation.

During the event:

1. Admission to the event will require presentation of a current Miami University photo I.D. Guests of Miami students and others must also present a photo I.D. card to be admitted. A member of the sponsoring organization will be responsible for legibly copying the name of each patron on a guest roster. The sponsoring organization is responsible for the administration of this process.
2. Weapons of any kind are strictly prohibited. Metal detectors will be used at all non-seated social events. Members of the sponsoring organization will be responsible for the operation of the metal detectors with support and training from MUPD. Exceptions will be determined by a team of three individuals designated by the Office of Student Affairs and the University Police. Signs will be posted outside of the event indicating that metal detectors will be used.
3. Alcohol and other drugs are prohibited. Persons under the influence of alcohol or other drugs will not be admitted.
4. A member of the sponsoring organization will be responsible for ensuring the bracelets are placed on patrons' wrists before entering the dance.
5. Movements by an individual or articles which may cause injury, are prohibited.

End of the event

Members of the sponsoring organization will assist with dispersing the crowd. The DJ for the event will be cued 30 minutes prior to the scheduled end of the event. Signs will be posted indicated the time the event is scheduled to end.

The event may be cancelled if the sponsoring organization fails to comply with any portion of this policy.

Any questions? Call Office of Student Activities 529-2266 or Miami University Police 529-2222.

Brought to you by:
Vice President for Student Affairs
Office for Multicultural Student Enrichment
Office of Student Activities
Miami University Police