

**Hahn University Center Policy for Dances  
That Include Off-Campus Guests**

1. Maximum number of persons allowed into the facility is determined by the maximum capacity of the facility being used.
2. There is to be no general promotion of the event off campus through posters, flyers or other types of printed or broadcast media.
3. Notification will be by direct invitation only. Invitations may be offered to individuals who accompany a USD student to the event or to members of an off-campus group. College students from USD or other campuses may purchase a ticket for a non-college student guest as long as that guest is 18 years or older.
4. Tickets to the event are to be sold through the University Center ticket booth on the evening of the event. The ticket booth will be staffed by UC employees. A limited number of advanced tickets may be sold by members of the sponsoring group. It is the responsibility of the sponsoring group to notify Special Events with the number of advanced tickets sold, and a list of whom they were sold, at least 24 hours prior to the event.
5. All college students must present two forms of identification. Students who do not attend college, but are attending as an invited guest, must provide two forms of identification showing that they are at least 18 years of age or older.
6. The sponsoring organization will assume financial responsibility for professional security hired for the event. The Director of Operations/Special Events will determine the number of security personnel required. Security costs must be paid to the office of UC Operations/Special Events prior to the event.
7. No alcohol is permitted.
8. The sponsoring organization is responsible for the behavior of the guests.
9. The sponsoring organization must assign a representative who will serve as the event manager. This person must be present for the duration of the event and ensure that the facility is restored to satisfactory condition. The event manager must also be present for pre-event inspection of the facility and for the post-event inspections with the representative from the University Center.
10. The sponsoring organization will assume financial responsibility for the repair of any damages to the facility incurred during the event.
11. The sponsoring organization's advisor must approve the event in writing. The advisor and his/her designee must also be present for the pre-event inspection of the facility and to ensure that the sponsoring organization has all systems and personnel in place as previously arranged with UC Operations.

In addition to covering any room clean-up or related expenses, the sponsoring organization is responsible for paying for outside security expenses from a licensed and insured company, and a University Center ticket booth employee. (4.5 hours @ \$7.00 per hour = \$31.50)

Estimated Outside Security (one per 60 anticipated guests)

City Event Services 268-1983 Contact: Aaron Johnson  
(6 guards @ 4.5 hours @ \$12.00 hourly = \$324.00)

For other professional security agencies, refer to the Yellow Pages under “security”.

It is also the responsibility of the group to show the contract with outside security to UC Operations at least 3 days prior to the event. UC Operations will be responsible for notifying USD Public Safety of the date and time of the dance.

***I have read and will abide by USD’s student dance guidelines. I will communicate them to the members of my organization. I will be in attendance and I will take responsibility for the said event.***

\_\_\_\_\_  
Club Representative

\_\_\_\_\_  
Club Advisor

\_\_\_\_\_  
Event and Location

\_\_\_\_\_  
Date of Event

