

Comstock Memorial Union
Dance/Concert Procedures
On-Campus Sponsor

- 1.) Requests for use of the CMU Ballroom or Underground for a dance or concert must be made a minimum of six weeks prior to the scheduled date. Requests made after this time frame may not be honored.
- 2.) On-Campus groups sponsoring dances or concerts that are open to the general student population or general public are required to complete the attached forms:
 - a.) Event Security Assessment (six weeks prior to event date)
 - b.) Event Coordinator and Event Monitor(s) (two weeks prior to event date)
- 3.) **Event Security Assessment form**—Information gathered from this form will be utilized to determine appropriate security coverage for the event. Student organization member(s) coordinating the event and their faculty/staff advisor should complete the form.
- 4.) **Event Coordinator and Event Monitor(s) form**
 - a.) Event Coordinator—individual who will be in attendance for the duration of the event, who makes all decisions, who informs monitors of their responsibilities and who is consulted when an issue arises. The individual should be a faculty/staff advisor or officer of the organization sponsoring the event.
 - b.) Event Monitor(s)—individual(s) who are members of the student organization sponsoring the event. They will be in attendance for the duration of the event and are responsible for monitoring the entrances to the event to ensure the admissions policy is enforced.
- 5.) **Publicity**—All publicity must include the sponsoring group's name. Complete information on the admittance policy must be included.
- 6.) **Cancellation**—The CMU Event Services office reserves the right to cancel the event at any time if the group sponsoring the event does not comply with all stated and agreed upon dance/concert procedures. Failure to complete forms in a timely manner, failure to follow agreed upon admissions policy, or failure of event coordinator and event monitor(s) to perform their required duties may result in cancellation of event. Under such circumstances, the event may be cancelled or halted prior to the scheduled conclusion and the group will be held liable for all fees incurred for having the event (i.e. security charges).

**Comstock Memorial Union
Event Security Assessment
On-Campus**

Office Use Only: Date Received: _____ Time: _____

Dances or concerts that are open to the general student population or general public require the hiring of Minnesota State University Moorhead Campus Security Officers. Minimum staffing requirements will be at the discretion of the Assistant Director of Operations and the Director of Campus Security. Information gathered from this assessment will be utilized to determine appropriate security coverage. *This form must be completed and turned into the Assistant Director of Operations in the CMU Main Office six weeks prior to event date.* Failure to do so may result in cancellation of event.

Sponsoring Group: _____ Name of Event: _____

Date of Event: _____ Start Time: _____ End Time: _____

- 1) Description of Event (i.e. dance: casual, formal, semi-formal or concert: what type of and who's performing).

- 2) What is the goal of your event?

- 3) Who do you expect will attend the event? (i.e. MSU Moorhead students, tri-college students, parents or particular community members)

- 4) Will the event be open **ONLY** to the MSU Moorhead campus community? YES NO
If yes, how will you ensure attendee is part of the MSU Moorhead campus community?

If no, please describe admission policy and how it will be enforced (i.e. open to all ages, only 18 and over admitted)

If no, are you specifically advertising in the local high schools? YES NO

- 5) Will a faculty/staff advisor be present to supervise the entire event? YES NO
If yes, please include name, email and phone number.

- 6) What is your estimated attendance for the event? _____

Name of person completing the form: _____

Signature: _____

Date: _____

Advisor Name: _____

Advisor Signature: _____

Date: _____

Comstock Memorial Union
Event Coordinator and Event Monitor(s)

Office Use Only: Date Received: _____ Time: _____

Dances or concerts that are open to the general student population or general public require organizations to provide the Event Services office with the name of an Event Coordinator and the names of at least four members who volunteer to be monitors of the event. The Event Coordinator and monitors are required to be present for the entire event and will help ensure the agreed upon admissions policy is enforced. ***This form must be completed and turned into the Assistant Director of Operations in the CMU Main Office two weeks prior to the event date.*** Failure to do so may result in the hiring of additional CMU staff at the expense of the sponsoring organization.

Organization: _____ Name of Event: _____

Date of Event: _____ Start Time: _____ End Time: _____

- 1) **Event Coordinator:** Individual who will be in attendance for the duration of the event, who makes all decisions, who informs monitors of their responsibilities, and who is consulted when an issue arises. This individual should be the faculty/staff advisor or officer of the organization sponsoring the event.

Name: _____
Address: _____
Phone: _____
Signature: _____

- 2) **Event Monitors:** Members of the student organization sponsoring the event who will be in attendance for the duration of the event. They are responsible for monitoring entrances to the event to ensure the admissions policy is enforced.

Name: _____
Address: _____
Phone: _____
Signature: _____

Name: _____
Address: _____
Phone: _____
Signature: _____

Name: _____
Address: _____
Phone: _____
Signature: _____

Name: _____
Address: _____
Phone: _____
Signature: _____

Name of person completing the form: _____

Signature: _____

Date: _____

Advisor Name: _____

Advisor Signature: _____

Date: _____