

**ANDERSON UNIVERSITY
DANCE APPROVAL FORM**

All groups wanting to hold a social dance on campus must receive approval. Before being approved this form must be completed and submitted **at least 3 weeks** prior to the date of the proposed dance. Failure to complete this form and submit it on time may result in the dance not being approved.

Please keep in mind:

Only Anderson University recognized groups may sponsor dances on campus.

No other campus wide events can conflict with the date for your dance.

GROUP NAME: _____
DATE OF DANCE: _____ **LOCATION:** _____
START TIME OF DANCE: _____ **END TIME OF DANCE:** _____

By signing below, I, and my organization, assume responsibility for the activity described above. I realize that this dance must be consistent with University values and will be appropriate in dress, musical lyrics, and behavior. If violations occur, I understand that I, and my organization, will be held accountable.

Signature: _____ **Date:** _____

Building Manager

I have been presented with the dance information and agree to let the sponsoring organization host a dance in my building.

Signature: _____ **Date:** _____

Faculty/staff sponsor or designee

I agree to be **present** at the dance described above and to assist the sponsoring organization in carrying out this dance within the expectations of Anderson University.

Signature: _____ **Date:** _____

Security

I have been presented with the dance information and am aware of the details.

Signature: _____ **Date:** _____

Director of Student Activities Decision: * *Conditional Approval* _____ *Denied* _____
Remarks: _____

*Full approval is only granted after the musical playlist is submitted to the CAB office. After the list is reviewed, full approval for the dance will be granted by the assistant dean of students/Director of Multicultural Student Services.

Associate Dean of Students/Director of Multicultural Student Services: _____

Handbook/Official Policy

Social dancing and/or sponsorship of social dancing **on university premises** may only be scheduled by recognized organizations and must be approved by the Office of Student Activities and requires the signature of the Associate Dean of Students. **Off campus** dances also may only be scheduled by recognized organizations and must be approved by the Office of Student Activities. Whether an off or on campus dance, appropriateness is expected in the areas of dress, musical lyrics, and behavior as consistent with University values. An approved chaperone will be present at any dance on or off campus.

Dancing on campus is prohibited except as it occurs at sponsored dances as outlined in this policy.

Application and additional information related to off and on campus dances is available in the Student Activities Office and the University web-site under the Student Life tab.

Additional Policies Related to Dancing

Process-time

- Applications will be available in Student Programs Office, Dean of Students Office and the AU webpage under the Student Life tab.
- A completed application form must be turned in a minimum of three weeks prior to the scheduled date of the dance. Note that this does not include a requirement for intended music to be provided at this time.
- Completed forms will be acted on by Student Programs and Dean of Students Offices within 3 business days of receipt.
- A typed list of intended song titles and artists must be provided to the Student Programs Office a minimum of one week prior to the date of the event. Songs with inappropriate words, messages or context will be noted and required to be removed from the intended music/CD prior to the dance.

Priority

- Only one campus wide dance per week may be scheduled either on or off campus.
- No dance, on or off campus, may be scheduled at the same time on the same evening as a campus-wide event.

Venues

- The student organization must secure the signature of the building manager or other appropriate person as part of submitting a complete application.
- The student organization must notify Campus Police and Security of the time, date, duration, and location of an on campus dance as a part of the application process.
- Signature of the appropriate person must be secured when hosting an on campus dance at an outdoor location. Signature from staff person will note that plans for managing noise level have been discussed.
- Other properties owned by Anderson University fall under the guidelines as expressed in the Student Handbook.

Dancing by Outside Groups

- Outside group users of campus facilities may not have dances on campus except for dances held in conjunction with a wedding held on campus.

Penalty for Failure to Comply with Dancing Policy

- Recognized organizations that encourage or participate in the violation of the social dancing policy may be sanctioned in the following ways:
 - Not being permitted to sponsor an on-campus dance, an off-campus dance, or both in the future for a specified period of time.
 - May receive other sanctions as determined by the Department of Student Life.
- Individuals or unrecognized groups that host dances on campus without utilizing the application process will be subject to sanctions as determined by the Department of Student Life.