

Dances and Parties

Dances may be held in the Program Area, the Pit or the Los Angeles Room on weekends. Please refer to the room capacities chart in the Union Reservations office for area maximum capacities. Reservations for dances may be made up to one (1) year in advance and are limited to one per weekend.

The sponsoring organization must attend a planning meeting with a Union Reservations Office designee, and Public Safety, to discuss the details of the event, and review the publicity. A staff member from the Center for Student Development and Programs must be present at the dance planning meeting. This meeting must occur at least three weeks prior to the event and before the dance can be confirmed. Reservations are considered tentative until the planning meeting has occurred, and all approvals are given. This includes verification that the student organization has submitted the Event Registration Form for Student Organizations. No advertising should be done until then.

If requested in advance, the University-Student Union can provide a cash box and a \$50.00 change fund to start the dance. Sponsors may not use their own money. The University-Student Union will hold all money collected at the dance. Funds collected may not be used to pay the disc jockey or band on the night of the event. Any revenue collected above the estimated total cost of the event will be refunded on the second working day following the dance.

Dances sponsored by recognized student organizations may only be open to Cal State L.A. students with identification. Each student with Cal State L.A. I.D. may bring two guests. Event attendees may not exit or reenter dances. Registered student organizations holding dances as fundraising activities for the club are not charged rent and extended hours fees for dances. Only direct personnel, setup, custodial and Public Safety charges will be accessed. These fees will not be waived.

Advertising:

All dance advertisements must specify that admission is only open to Cal State L.A. students with identification and that each college student can bring two guests. Additionally, list that parking is restricted and enforced 24 hours a day. Each car must display a valid Cal State L.A. parking pass or a valid hourly pass.

Decorations/Signage:

Decorations and the method of installing or attaching must be approved in advance by the Union Reservations Office. Taped, tacked, or nailed decorations, signs or paper will not be permitted. Signs or decorations may not be affixed to windows. Sign and flipchart easels are available for use during events. Decorations can not conceal or obstruct emergency exits. No glitter is permitted. Use of candles must be approved by Union Reservations. The sponsoring organization is responsible for removal and the appropriate disposal of all decorations and signage. Groups will be held responsible and charged for any damages to the building as a result of posting any materials. Groups will also be charged for removal.