

**Eastern Oregon University**  
**CLUB DANCE POLICIES AND CONTRACT**  
(Hoke Main Lounge)

Name of Club \_\_\_\_\_

Date of Dance \_\_\_\_\_

Signed EVENT REGISTRATION Form attached \_\_\_ yes \_\_\_ no

1. Admission is restricted to Eastern students and their guests over the age of 18; Eastern students must have current Eastern ID for discount. Anyone who does not have Eastern identification, but has picture identification as proof of being 18 or over, may enter as a guest of an Eastern student. There is a one-guest limit per Eastern student. Other types of picture ID could be military, state, sheriff, or other college ID. Exceptions may ONLY be granted by the Director of Housing & Residence Life or the Center for Student Involvement Program Coordinator.
2. Eastern Students will receive a wristband that is a different color than a guest. This only certifies that student and/or guest can enter the dance. Wristbands allow for re-entry should students/guests leave the dance. Clubs must supply their own wristbands. It is the responsibility of the club to provide people to take money.
3. Tobacco products or non-approved alcoholic beverages of any kind are allowed in the Hoke Union Building. It is the responsibility of the sponsoring organization to enforce this policy. Any spills or unusual messes (i.e., chew spit) are the responsibility of the club to clean up.
4. The sponsoring organization's officers and members will be responsible for:
  - a. Requesting and obtaining a cash box. Forms are included within this packet; fill out and deliver to Cashier's window in Inlow Hall at least 48 hours before date needed. This form must be signed by either the CSI Program Coordinator or the Assistant Director of Student Leadership prior to taking the form to Inlow. If you are holding a Friday or weekend event, remember to pick up your cash box on Friday before 3pm.
  - b. Refer to the CASH HANDLING procedures in this manual for making your deposits. It is good cash handling procedure to have at least two people verifying your deposit amount.
  - c. Prohibiting tobacco product use and non-approved alcoholic beverages.
  - d. Providing ID checkers/stampers/door security @ entrance to dance.
  - e. Providing door security at following locations:
    - Multicultural Center terrace door
    - Information desk terrace door
    - Circular stairwell door
    - Internal stairwell door on the 2<sup>nd</sup> floor (by the 200 rooms)
    - One roverThis requires a minimum of five people at all times. People may exit all doors on the second floor, but must use main stair well and go through ID checkers to re-enter the dance. Direction signs for this will be the responsibility of the sponsoring club.
  - f. Club to clean all areas used for the event, with the exception of any bodily fluids. Supplies will be made available for such occurrences prior to the beginning of the dance. Should additional cleaning be necessary (determined by the Director of Housing & Residence Life), your club account will be charged for these expenses.
  - g. Securing 2 police officers or two (2) Blue Mtn. Security officers to work the entire dance.
5. The sponsoring organization is responsible for upholding all policies of this contract. Sponsoring organizations found negligent of these responsibilities may not be allowed the privilege of another dance and may be billed from their club account a minimum of \$100 for clean-up, damage, and any repair cost. If the club feels the penalties are excessive, they may appeal the amount to the Student Affairs Committee.
6. The person in charge of the dance will be \_\_\_\_\_; their cell phone number is \_\_\_\_\_. They will be introduced to the HUB Facilities Assistant, who has keys to janitorial closets for clean-up and storage areas to return borrowed items.
7. The sponsoring club is responsible for paying hired employees to include but not be limited to: DJ's, two police officers, etc. It is against Oregon law to pay anyone in cash, DO NOT DO THIS. To avoid double payment, do not pay anyone out of your dance cashbox.

8. In case you've hired the La Grande Police Department (LGPD) and they do not show by 10pm, notify an EOU Security Officer immediately (x23911). They can make the call to the LGPD to assess the situation. If for some reason the police were called out unexpectedly, the club advisor will have the authority to close the dance down. Please be certain to make contact w/whomever you've contracted to provide security several times in the week(s) leading up to your event. This is **not** the EOU staff's responsibility.

I am in agreement with these policies and accept the conditions and terms as written above.

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Club President	Date	Phone
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Club Advisor	Date	Phone
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CSI Prog. Coord. or Dir. Of Housing & Res. Life	Date	Phone
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**EOU Staff:** please notify the CSI Program Coordinator and/or the Director of Housing & Residence Life of any incidents, contractual defaults or concerns in a timely manner (no later than 10am on the first work day following the event). No action can be taken until this occurs. Please fill out an incident report sheet before you leave the event. This form will be provided to you upon having your fundraising event approved by the CSI.