

Martin Luther King, Jr.
University Union



EASTERN ILLINOIS UNIVERSITY™

**UNION DANCE
CONTRACT**

Campus Scheduling

*MLK, Jr. University Union, Room 2420
600 West Lincoln Ave.*

Charleston, IL 61920

Phone: (217) 581-3861

Fax: (217) 581-7064

Email: camsched@eiu.edu

We _____ organization have carefully read and understood all terms and conditions pertaining to usage of University facilities for dance events and hereby agree to adhere to said terms and conditions as stated herein. **Any problems occurring during a dance event may result in the cancellation of the event.** Furthermore I/we understand that failure to adhere to said policies can and will result in the cancellation of dance event(s) and/or the revocation of scheduling privileges. **THE REPRESENTATIVE(S) SIGNING ON THE BEHALF OF THE SPONSORING ORGANIZATION WARRANTS THAT HE/SHE HAS THE AUTHORITY TO CONTRACTUALLY BIND THE ORGANIZATION TO THIS AGREEMENT. THIS CONTRACT IS GOOD FOR CURRENT SEMESTER ONLY.**

Any sound equipment needed must be contracted through the University Board.

All signatures must be obtained before returning this form.

Dance Fees are \$75.00–Payable on the night of the event

Date(s) of Dance: _____

Doors lock at 1:00am

Ending Time of Dance is 1:30am

_____ Organization President	_____ Date
_____ Organization Advisor	_____ Date
_____ Print Dance Contact Name 1	_____ Phone
_____ Print Dance Contact Name 2	_____ Phone
_____ Director of Student Life	_____ Date
_____ Freddie Hall Assistant Director, MLK Union	_____ Date

LATE NIGHT DANCES IN MLK JR. UNIVERSITY UNION

Dance dates for the next semester will be chosen at the end of the current semester. To be able to choose a dance date, your organization must be in good standing and attend the end of the semester late night dance meeting. Any organization that is not in attendance or not in good standing as of the date and time of the meeting will not be able to choose a date. Only RSO's are eligible to schedule dance dates.

Each organization will be required to fill out a late night dance contract. All contracts must be completed, signed and returned during the dance selection meeting. No contracts will be accepted after the conclusion of this meeting. If a contract is not returned by this deadline, the dance on that date is cancelled and the organization shall forfeit their date. An organization that fails to return the contract at this meeting will not be allowed to choose another date for that semester.

All dances will be held in the MLK Jr. University Ballroom. The dance will begin at 10:00pm and end at 1:30am. Doors will lock at 1:00am. Everyone must be out of the building by 1:45am or a late fee will be charged. All advisors must be present during the entire event.

All tickets for dances held in the Union will be sold in advance on-line and at the Ticket Office before the cut-off. The tickets will go on sale when the group has requested and will be on sale until noon on Friday in advance of the event. If 100 tickets have not been sold for a Friday night dance by noon on Wednesday, the event will be cancelled. If 100 tickets have not been sold by noon on Thursday for a Saturday night dance, the event will be cancelled. Ticket sales shall not exceed 400.

Entrance to the dance will be on the east side of the west building. You will need a ticket and a picture ID to enter the event. You must present your ticket and picture ID. Your ticket will be scanned and then you will go to the next station. Your ID and ticket will be photographed and then you will proceed to the next station to receive a wristband. Then proceed through the metal detectors. Intoxicated individuals will not be allowed to enter venue.

No bags, backpacks or drinks are allowed in the venue.

NO READMITTANCE. IF YOU LEAVE THE EVENT YOU WILL NOT BE ALLOWED TO COME BACK IN.

All workers for the event must be at the MLK Jr. University Union Ballroom at 9:45pm to check in. A list of workers for this event must be submitted to Cathy Engelkes 48 hours before the event. If you are not on the list and do not have a ticket, you will not be admitted into the dance.

ON-LINE TICKET INFORMATION

Information regarding your event must be given to Cathy Engelkes at least one month prior to your event. If we do not receive this information one month prior to the event, we will not be able to display your dance date on-line and your event will be cancelled. Information needed:

Price

Name of event

Length of time you will like the event displayed for purchasing tickets.

All tickets must be purchases using the on-line ticketing system available at:

www.universityuniontickets.com

If you would like for the Union Ticketing Office to process your order, you can go to the Ticket Office and they will assist you in purchasing a ticket. Tickets will still be processed using the on-line service.