RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Policies & Regulations for Dances & Special Events Sponsored by Student Clubs & Organizations

In order to ensure the protection and safety of Santa Ana College and its students, clubs and organizations, the following policies and regulations have been established and will be strictly enforced:

1) All food and/or beverages must be contracted through the Director of Food Services at Santa Ana College.

2) A minimum of one District Safety Officer (at the sponsoring organization's expense) is **required** at all dances. Security at special events is at the discretion of the Facilities Coordinator and the Director of District Safety. Safety Officer services are charged at District **actual** expense.

3) A minimum of one custodian (at the sponsoring organization's expense) is **required** at all dances. The custodial assignment at special events is at the discretion of the Facilities Coordinator and the Director of Administrative Services. Custodial services are charged at District **actual** expense.

4) No advertising or invitations may be generated until the Student Activities Office has approved the event.

5) Admission to dances shall be restricted to Santa Ana College students with current photo identification cards.

6) Students will be allowed to bring **one** guest. Guests must be over 18 years of age.

7) The sponsoring club/organization **must** have their advisor present during the **entire event**. Failure to do so will result in the discontinuation of the event or dance by District Safety and/or a District Representative.

8) Money collection and photo identification verification will be handled at the main entrance only. All monies collected must be given to the club advisor at the conclusion of the events and deposited into the Student Business Office Club account the following day.

9) All decoration clean up must be done the day of the event or the items will be discarded.

10) Smoking is not permitted inside any building at Santa Ana College.

11) There shall be **NO INTOXICANTS** or **NARCOTICS** in or about Santa Ana College buildings or premises.

All individuals, groups or organizations in their use or occupancy of Santa Ana College property shall comply with all laws, policies and regulations as stated. Failure to comply will result in immediate cancellation of the event.

I have read and agree to the above conditions:

_____	_____	_____
President/Chair	Student I.D. Number	Date
_____	_____	_____
Club/Organization	Advisor's Signature	Date

FOR OFFICE USE ONLY

TITLE OF THE EVENT: _____ DATE/S: _____

COMMENTS: _____

Distribution: White: Originator Yellow: Facilities Pink: Student Activities Goldenrod: District Safety

01/22/03