NORTHERN KENTUCKY UNIVERSITY
UNIVERSITY CENTER
STUDENT ORGANIZATION DANCE REGISTRATION FORM

1. ____________________________________________
   Student Organization Sponsoring Dance

2. ____________________________________________
   Student Organization Contact
   ____________________________________________
   Title
   ____________________________________________
   Home & Work Phone #
   ____________________________________________
   Cell Phone

3. _________________       _________________
   __________________
   _____________________
   Date of Dance               Time of Dance                       Today’s Date

4. __________________
   Estimated Attendance

   Will you be applying for an attendance exemption?   YES   NO

   If yes, what are you asking for your guest limitations? _______________________

   Approved   YES   NO

   Approval Signature and Date__________________________________________________

5. Is this event a fundraiser?  YES   NO

   Will money be collected at the door?   YES   NO

   If so, what is the admission fee? _________________

6. University Center facility requested:   ______ Ballroom (200 person capacity)

   Student Union Facility requested:   ______ Ballroom

   ______ Multipurpose room

   ______ Other ________________________________

7. Who will be attending the dance (check one)?   ______ NKU students only

   ______ NKU students & general public

8. If a DJ is contracted for the event, is the contract attached? ___________

9. Student organization faculty/staff advisor or approved representative that will be in
   attendance at dance: _______________________________________________________

   Name     ________________________
   Cell Phone Number

10. Names and cell phone numbers of four members of your student organization who will be in
    attendance to assist in set-up, clean-up and serve as a student monitors.

    1. __________________________________________
    2. __________________________________________
    3. __________________________________________
    4. __________________________________________
Dance cancellations must be made in writing to University Center Management and the Department of Public Safety 48 hours prior to the scheduled dance or the sponsoring student organization will lose privileges for the remainder of the semester. Penalties associated with not meeting the cancellation requirements are listed in the Dance Policy.

By signing below, I certify that provided information is correct and that I have read and understand the NKU Dance Policy and will comply fully with said policy.

Signature of Student Organization Contact Person _________________________________________

Faculty/Staff Advisor’s Signature _____________________________ __________________________
(Must be present 30 minutes prior to start & till the facility is cleared) Department & Phone #

Director of Student Life Approval: ______________________________________

Director of Public Safety Approval: _________________________________

Director of University Center Operations Approval: _________________________________