**Mary Baldwin University**

**Policy on Mixers**

***9.2.15***

***Subject to periodic review and revision by the MBU Executive Staff in consultation with the Student Government Association and the Office of Student Life.***

The following policy was created to define and outline guidelines for hosting a mixer at Mary Baldwin University. Mixers are seen as events that contribute to the creation of a vibrant social life on the campus. The policy seeks to preserve this tradition while putting into place some important procedures that ensure the safety of all participants attending the event.

A mixer is defined as a social event where the intention is to create a party-like atmosphere for college students to meet each other. College students from other institutions may attend without being escorted by a current MBU student. Balls, concerts, and performances are typically not considered mixers but potentially could fall under the mixer policy. It is the responsibility of the Director of Student Engagement to review event applications and determine if a proposed event qualifies as a mixer.

It should be noted that the following policy and outlined procedures assume that a mixer will be held in the Student Activities Center Ballroom. Mixers proposed to be held in a different location are subject to this policy and procedures, but the specifics regarding entrance/exit points and designated cooling off areas will change. The Director of Student Engagement will work with the group to adapt the policy to a different location.

Once a club/organization determines it wishes to pursue hosting a mixer or the Office of Student Life deems the event to fall under the mixer policy, the following procedures must be followed. Failure to follow the policy will result in the mixer being cancelled, closed down during the event, and/or the sponsoring club/organization being sanctioned. Possible sanctions include but are not limited to loss of the club/organization’s eligibility to receive SAF funding, loss of a club/organization’s recognition status, or prohibition against hosting future mixers or mixer type events.

This policy is administered by the Office of Student Life.

***Prior to the Mixer***

A club or organization must apply to hold the mixer by submitting a completed MBU Mixer Application Form to the Office of Student Life not less than **two weeks** prior to the event. Clubs must have made personnel requests by this two week deadline. Should the Mixer Application Form not be submitted by the deadline, be missing required information and/or signatures, or not properly identify all personnel to work the mixer, the mixer may not be held.

**Event Attendance:**

Maximum attendance, calculated as the number of individuals who have entered regardless of how many have already left, is capped at 450 for any mixer.

**Minimum Required Staffing:**

* The club/organization is responsible for working through the Office of Student Life to contract for two (2) Off Duty Staunton Police Officers, one (1) MBU Security Guard and seven (7) outside event security personnel. In addition, the club/organization is responsible for ensuring that at least two (2) Event Advisors be present beginning at least 30 minutes before the published start time, remain for the entire event and at least 30 minutes following the completion of the event. Event Advisors must have completed training and be approved by the Office of Student Life. In most cases the club/organization’s advisor is expected to serve as one of the Event Advisors, but this is not mandatory.
* The Office of Student Life has the authority to require more than the minimum required staffing stated above, depending on its professional staff’s best judgment. In such cases the club/organization will be notified in writing that its Mixer Application has been approved conditionally, with the special conditions clearly specified.
* The club/organization is responsible for paying for all event personnel required to attend the event regardless of actual attendance.
* It is the responsibility of the club/organization to provide members to work certain areas of the event. A list of student workers and responsibilities must be provided on the Mixer Application Form.

**Entrance fees**

Fees must be stated on the Mixer Application Form and advertised prior to the event. Fees cannot exceed $10 per person and cannot be increased once the Mixer Application Form has been approved.

***During the Mixer***

All participants must show identification at the entrance to the mixer as described below.

* Current MBU students must show a current MBU Student ID.
* Non-MBU students who are college students must show a valid college student ID and driver’s license or government-issued picture ID noting address and age. Non-MBU college students must be 18-25 years old. College students with proper IDs meeting the age requirements can be admitted to the event *without* an MBU student.
* Individuals without a valid college student ID may attend the event only as the guest of an MBU student. Such guests must be escorted by a current MBU student and produce a valid driver’s license or government-issued picture ID noting address and age. The MBU student agrees to take responsibility for the behavior of the guest(s). MBU students may complete a registration form for up to five (5) guests by the Wednesday prior to the event. Should an MBU Student fail to register guests prior to the event, they may escort two (2) guests to the event and register them at the door. Guests must enter the event as the same time as their MBU host student.
* All identification presented will be scanned at the door and a copy maintained by the Office of Student Life.
* Individuals without proper ID or not meeting requirements as defined above will be refused entrance to the event.

All participants are subject to a security check (i.e. hand held metal detector) at the check-in table before being allowed entrance to the event. No back packs, book bags, or other large containers/bags are allowed in the event. Handbags, containers, and pockets of jackets and coats may be subject to search.

Staunton police officers, MBU event advisors, and outside event staff have the authority to refuse admission to any individual and to require any individual to leave after having been admitted.

Entrance fees to the mixer (maximum $10 per person) must be posted at the check-in table. Fees cannot increase at the door or during the event.

Once the maximum number of occupants (450) is reached, no additional attendees can be admitted even if attendees leave the mixer.

Attendees may enter the mixer only once; they may not leave and then return. Their hands should be stamped upon entrance, and anyone with the event stamp will not be allowed to re-enter the event.

The number of participants is counted at the entrance to the mixer. Once the maximum number of participants is reached (450) no additional participants will be admitted.

If desired, the club/organization can designate the SAC Club Room as the “cooling off area.” This area will be monitored by one outside security personnel during the event. No more than 15 students may be allowed in the SAC Club Room at a time.

Smoking is not allowed at the mixer or near the entrance to the building.

Alcohol and other drugs may not be consumed at the event or in the vicinity during the event, including in parking lots, vehicles, terraces, or other outdoor spaces.

During the event, if alcohol or illegal drugs (or evidence thereof such as empty alcoholic beverage bottles) are located by event personnel, the event may be shut down.

Any participant who is deemed to be in violation of the standards of behavior referenced in the MBU Code of Conduct and or standards outlined in this policy can be refused entrance or asked to leave by any of the event personnel.

The club/organization is responsible for leaving the facility, including entranceways and stairways, reasonably clean with trash and recycling deposited in designated containers. Not doing so may result in having to pay janitorial fees or fines.

***After the Mixer***

The club/organization must complete and submit the MBU Post Mixer Report Form to the Office of Student Life detailing and creating a record of the event. The Post Mixer Report Form must be submitted to the Office of Student Life within **1 week** after the event. Late or incomplete submission may result in future Mixer Applications being denied or other sanctions.

***Standards of Behavior for MBU Students and Guests***

The following standards of behavior shall be enforced. Participants are subject to the MBU Code of Conduct and Honor Code.

* Participants must adhere to local, state, and federal laws.
* Lewd and lascivious behavior is prohibited (such as public sex acts).
* Behavior that is deemed dangerous or offensive is prohibited.
* Participants may not dance or climb on furniture.
* Participants may not wear clothing items that could incite violence.
* Participants may not wear bandanas or ball caps.
* Participants must dress appropriately and may not remove shirts, pants, or skirts.
* Participants may not expose themselves.
* Weapons or other items deemed dangerous or considered to be used as a weapon are prohibited.
* Alcohol and other drugs are prohibited.
* Public drunkenness is prohibited and will not be tolerated.

Event advisors, MBU Security officers, Outside Event Security Personnel, and Staunton Police officers are the sole authority on what constitutes violations of the standards listed above and are empowered to remove anyone at their sole discretion and to shut down the event if they deem such action advisable.

***Definition and Roles of Event Personnel***

**Staunton Police Officers** are off duty officers contracted and assigned to work the event by the Staunton Police Department. The officer’s duties include primary monitoring of the event entrance point. The officer has full authority to confront, intervene, arrest, and/or remove a participant from the event. The officer also serves as the main decision maker regarding any potentially harmful behavior or illegal activity that is witnessed and can shut down the event entirely in consultation with the other event personnel or solely at their discretion. In addition, from time to time mixers may be patrolled by plainclothes officers of the Staunton Police Department.

An MBU **Security Guard** is anoff duty guard assigned to work the event by the MBU Office of Safety and Security. The guard duties include oversight of the parking lot/perimeter and ensuring all MBU policies are being upheld. The guard has full authority to refuse entrance of a participant to the event.

**Outside Event Security Personnel** are professional security contracted and assigned to work the event through Event Staffing Inc. Their duties include oversight of the security check-in process, to include checking for proper identification, responsibility for administering the hand-held metal detector, and searching of handbags, containers, and pockets as necessary, primary monitoring of behavior in the ballroom and monitoring of outside doors located in the ballroom. Security Personnel will work in conjunction with the MBU Event Advisor to determine the standards of behavior and have full authority to confront and/or require participants to leave the event.

**MBU Event Advisors** are MBU employee who has received training from the Office of Student Life and has been approved to work mixers. When possible, it is optimal for the club/organization’s advisor of record to serve as the mixer advisor, but it is not required. Duties include presence at the event starting at least 30 minutes prior to the posted start time, through the entire event and at least 30 minutes following the end of the event; oversight of the check-in process; official counting of the number of participants; serving as a liaison with Safety and Security personnel at the event; and serving as the secondary monitor of behavior (mainly social behavior) in the ballroom. The advisor has full authority to restrict a participant’s access to the event, require a participant to leave the event, or shut down the event entirely.

An **MBU Club Advisor** is the advisor of record for the club/organization hosting the mixer. In the case the club advisor is not serving as the event advisor, it is the responsibility of the club advisor to work with the club’s leadership prior to the mixer to understand and follow the mixer policy as well as to follow up with the club leadership after the mixer.

**Student Workers** are club/organization leadership or members in good standing. Student workers pledge to be on time to the appointed duties and to show up sober and not under the influence of alcohol or other drugs. Duties include staffing the check-in table to oversee the ID scanning process, collecting entrance fees, and oversight of the cooling off area.