

DANCE COMMITTEE

This form is due to Administration **one week** prior to the event or the event will be postponed.

Date of Event: _____ Form Due By: _____

All items below are to be verified by your advisor and this sheet is to be signed off by the advisor prior to submission to administration.

Class sponsoring dance _____

Student Leader of dance committee _____

Location and time of dance _____

Custodian clearance (Signature) _____

Master Calendar Clearance (Signature) _____

Names of Police Officers _____

Date/Time Contacted _____

Cast Boxes requested (Signature) _____

Chaperone
Signatures _____

Administrator (Signature) _____

Music to be supplied by _____

Copy of contract to be attached, legally signed by one of the advisors.

Time musicians will be here to set up _____

Price of Admission Tickets _____

Complete the following with names of students who will serve in shifts for:

Tickets	Set-up	Food	Clean-up
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signature of Advisor(s) _____

To be signed only when entire form has been completed and verified.

DANCE GUIDELINES
SOUTHERN BERKSHIRE REGIONAL SCHOOL DISTRICT
MOUNT EVERETT HIGH SCHOOL

A. PLANNING

1. Request form must be completed and returned to the Dean of Students one week prior to the dance date.

B. CHAPERONES

1. At least four adults.
2. One administrator.

C. POLICE OFFICERS

1. Number (1 or 2) to be determined by the Dean of Students.

D. SET-UP

1. Janitors must be informed by note about dance.
2. Set-up before dance shall be arranged with janitor and supervised by advisor.

E. TICKETS/ATTENDANCE

1. Tickets to be sold by students with chaperon.
2. Tickets will be denied to the following:
 - a. anyone suspected of alcohol or drug use or abuse; and parents will be notified
 - b. anyone who has caused difficulties at dances earlier in the year
 - c. anyone with improper dress

F. SCHOOL AREAS

1. Anyone attending the dance who ventures out of the specific supervised area of the dance, such as the parking lots, areas of the school beyond the pay phones or any other area not related to the dance, will be asked to leave. If a student must visit any prohibited area, they must be escorted by an adult.
2. Once a student leaves the dance (except under extreme circumstances allowed by an administrator or the police officer), he or she will not be allowed to return.

G. PARKING

1. There will be **NO PARKING** allowed in the Fire Lanes.

Approved: Kurt DeGrenier, Dean of Students