Ballroom parties refer to parties held in the Campus Center Ballroom from the hours of 10:00pm – 2:00am on Friday or Saturday nights. These parties typically feature a DJ and have an open floor plan. Doors open at 10:00pm. Doors close at 12:00am. Party is over at 2:00am.

**Pre-Planning**

**Reservations**
- Reservations for events are made through the Event Management System (EMS).
- To make a reservation, please go to [http://uaems.albany.edu/virtualems/](http://uaems.albany.edu/virtualems/) and log in using your NetID and password.
- Student Organizations: Please make sure you are registered through MyInvolvement and have selected up to two reservations coordinators. The Office of Student Involvement & Leadership will be able to assist with any registration questions.
- To cancel a reservation, please go to [http://uaems.albany.edu/virtualems/](http://uaems.albany.edu/virtualems/) and on the “Reservations” tab, select “View my Requests” and open the reservation you would like to cancel. You can then select “cancel booking.” If your request is already confirmed, you will need to contact Emily Davis (edavis2@albany.edu) to cancel. Please note that if you cancel the ballroom less than 5 business days in advance, you will be charged the room fee for the room.

**Advertising**
- All event advertising, such as posters and social media blasts, should be consistent and accurate with the time the event is starting (10:00pm) and the doors close (12:00am).
- All event advertising should state all student organizations that are hosting the event.
- All event advertising should include the ID policy, “college ID required”.

**Ticket Sales and Distribution**
- Tickets can either be sold or distributed before the event OR at the door but not both.
- If you sell or distribute tickets in advance, only sell or distribute a maximum of 550 tickets as the maximum capacity is 600.

**During Event Expectations**

**Host Expectations**
- The event contact person is expected to be on time and accessible for communication with Event Staff at 9:00pm, and throughout the duration of the event.
- The organization should plan on working the entrance/ticket table until the doors close at midnight.
- The Host organization is expected to end their event at 2:00am. This will be monitored and enforced by the Event Staff.

**DJ Expectations**
- DJ’s are expected to bring their own sound equipment for a “plug and play” set-up, which includes up to three 20 amp circuits.
- Any needs above and beyond the “plug and play” set-up, a university electrician will need to be consulted at least three weeks prior to the event and paid for by the host organization. Please contact Jessica Krupski for further questions and to make arrangements for an electrician at jkrupski@albany.edu.
Attendees/Entrance

- Attendance will be granted to college students with a valid college ID only. No exceptions will be made.
- If you sell or distribute tickets in advance, only students with a ticket will be allowed into the event.
- No large bags, book bags, or beverages will be permitted into the event.
- Each student will be scanned by a hand held metal detector upon entering into the event.

Fire Alarm

- In the event a fire alarm is activated, the host organization will help the Event Staff clear guests out of the Campus Center. If the event resumes after the alarm is evaluated on a case by case basis by UPD, the Fire Department and OSI staff.

Water

- Water will be for sale outside of the Ballroom which will be coordinated by the University. Water will cost $1.00.
- The vending machines will not be accessible during this time due to safety and security concerns.

Post Event Expectations

- The host organization is expected to help the Event Staff clear attendees out of the ballroom and out of the Campus Center which includes the DJ and the host organization in an orderly and timely fashion.