

Formals are defined as those events that (a) are sponsored by a club or an organization (as listed on the Campus Club Connection Directory), (b) include as participants only current student membership plus one guest per member, and (c) have predefined start and end times without “looping” buses. (I.e., buses must have predetermined times to leave campus for the event, and separate predetermined times to leave the event to return to campus.)

Submitting Requests for a Formal:

1. Requests for a formal must be submitted to the Office of the Dean of Students through Campus Club Connection at least two (2) weeks prior to the event using the Event Registration Process.
2. After the event takes place, a Group Evaluation Form must be completed for a group to preserve the ability to host formals in the future.
3. The University, through its designees, reserves the right to cancel the event or restrict an invited guest from leaving the premises if, in their opinion, a significant health or safety issue exists.
4. The Bar Night Review Committee will approve events, no more than one, on Thursday, Friday and Saturday only.

Transportation Requirements:

1. The sponsoring organization will only allow individuals to board the buses who have a UR student ID and whose names are on the predetermined guest list.
2. Monroe school buses are preferable to First Transit buses.
3. A ticketing system is recommended as a crowd control method for boarding the buses. Tickets can be used to control: (1) access to the buses by only those eligible to attend the event, and (2) traffic flow to the buses to prevent rushing to the buses by a crowd that could exceed the bus occupancy.
4. Pre-determined bus times should be utilized.

Age Requirements:

1. Any recognized group on campus may implement a formal.
2. If the formal is to include, the group must have a reasonable number of students 21 years of age or older.

Security Requirements:

1. The sponsoring organization may be asked to provide, at its expense, ample Security presence during the event. This will usually entail one officer station at the pick-up location for the duration of the event. The need for security will depend on the size and scope of the event and will be determined by the Bar Night Review Committee.
2. If additional security officers are needed for the event, the sponsoring organization will bear the expense.
3. The sponsoring organization must designate event managers per the event registration process whose responsibilities include (a) checking UR ID and government-issued IDs, (b) managing the boarding of the buses, and (c) remaining at IT to ensure the boarding and unloading of buses runs smoothly.