

Teen Dances/Parties  
***Information for Chaperones***

***Inappropriate behavior, exposure to liability due to consumption of alcohol, damage to property or injury to individuals, and other such activities will result in the discontinuance of the dance/party. The decision to discontinue your event is at the discretion of the host/hostess and/or police/fire officers on duty.***

1. The Club is required to secure a minimum of at least one (1) off-duty *City of Kingsport* Police Officer and one (1) *City of Kingsport* fire inspector which will be present during the dance/party for event security. Arrangements for a police officer and fire inspector must be arranged no later than two (2) weeks before your event.

Arrangements for your police officer may be made by calling the **Patrol Captain at (423) 229-9437** and arrangements for a fire inspector may be made by calling the **Fire Inspector's office at (423) 229-9440**.

The Fire Inspector is required to inspect your decorations one (1) hour before the beginning of your event and will stay until the last person leaves.

2. Each club is required to have ten (10) - twelve (12) **chaperones** for their dance/party.  
The club will furnish the list of chaperone names and telephone numbers to *Allandale Mansion* two (2) weeks prior to the dance/party. One (1) chaperone should be designated as the Head Chaperone and will be in charge of any decisions made during the evening and of assigning duties to the other chaperones.
3. The chaperones are to arrive at the facility one (1) hour prior to the start of the dance/party. They will meet with the Head Chaperone and go over their assigned duties for the evening. The club members will have already discussed the details (start/end times, clean-up, refreshments, decorations, pictures, presentations, etc.) of the dance/party with the Head Chaperone prior to the event. The Club President should be present at the chaperone meeting.
4. Each chaperone should bring a flashlight and stay for the duration of the dance/party.
5. A chaperone should be present with the club members at Allandale during decorating and/or pictures prior to the dance.
6. The only food or drinks allowed at your event are those supplied by the club and approved by the chaperones.
7. Smoking is not allowed on the Allandale campus.
8. No one will be allowed outside the fenced area around either the Dance Barn or Picnic Pavilion.
9. The only restrooms to be used are those at the rented facility.
10. Club members and guest are not allowed to return to their cars for any reason during the dance/party unless they are escorted by a chaperone or one of the officers on duty that will remain with them until they return to the dance/party.
11. Any club member or guest who leaves in a vehicle **WILL NOT** be allowed to return to the dance/party.

12. Any club member/guest who is suspected of being under the influence of alcohol or drugs while attending the dance/party will be referred to the police officer on duty for the appropriate action.
13. Any violence, fighting, or destruction of property at the Dance Barn or Pavilion will not be tolerated and those persons involved will be referred to the police officer on duty for the appropriate action.
14. Respect will be shown at all times to the chaperones, police and fire officers and the Allandale hostess. They are here to help you have a fun and safe event.
15. The club will set the hour for closing the gate at the dance/party unless the fire inspectors or police officer intervenes.
16. Dance Barn parking will be behind the barn, Pavilion parking will be in the West Barn parking area.
17. Club Presidents should review the above rules and the venue guidelines with their membership before the dance/party.
18. You have a seven (7) hour block of time for your dance/party. Extra hours may be purchased for decorating.
19. Club members and/or chaperones are responsible for emptying ALL TRASH into the dumpster and for the removal of all decorations, food and personal items.

**Thank you for your cooperation! We look forward to hosting your event.**