

Revised September 30, 2020

Student Organization Event Policies – July 2020 – December 2020

Addendum to Student Organization Event Policies found [HERE](#). The policies below are subject to change in order to comply with Public Health Guidance.

1. All events must be approved in Engage prior to promoting the event.
2. All events must have a designated “Event Host.” This person will be the liaison between the facility management and the student organization. This may be the same person who booked the facility. The Event Host is responsible to ensure that the event capacity restrictions, the [Campus Events Framework](#), applicable Public Health Guidance, and all other University health and safety protocols are adhered to at the event.
3. All events must have a designated “Crowd Monitor.” There should one Crowd Monitor for every 50 attendees expected. The Crowd Monitor is the individual assigned by the Event Host and is responsible for monitoring social distancing and mask wearing at events and informing the Event Host of any issues that need to be addressed.
4. Events must be held in facilities large enough to accommodate the number of expected attendees while also social distancing at least 6ft. apart. As of 9/30/2020, the number of attendees may not exceed 50% of the capacity of the space – while also being socially distanced.
5. All attendees of all events on campus must wear a mask.
6. All events, meetings, etc., are required to have one hand sanitizing station per 50 attendees. This can be one gallon of hand sanitizer or several containers equaling a gallon per 50 people.
7. Organizations are required to record attendance at all of their events, meetings, activities, etc. This can be done easily and quickly with the Event Check In App and feature in Engage. Record of attendance will “live” in your event in Engage and be accessible in the future. Click [HERE](#) for easy to follow instruction.
8. Food provided at events must be provided by an approved caterer who follows Public Health Guidance and Sodexo guidelines in service delivery. Self-serve, “potluck,” or other common food service stations are not permitted.
9. Tabling – organizations can table for promotional purposes. If information is being offered for a student to physically take, these items must be separated and accessible for a student to only touch the item they are picking up.
10. Fundraisers – selling food is no longer permitted. Sale of other non-food items may take place with the same guidelines in #7 Tabling. In addition, all sales should be contactless – money is not exchanged. Venmo, CashApp, or other online payment options are to be used.
11. Indoor, live entertainment is not allowed at this time. Use of disc jockeys or music played via a speaker system is allowed.
12. Student organizations should prepare and offer a virtual version of any required/mandatory meeting or event. A student should not have to attend anything if they are not comfortable due to health and immune system issues. A member should not be fined or penalized in this situation.

NEW Additions:

13. ALL student organization sponsored events must be registered through Engage. This includes in-person, virtual, on campus, AND OFF CAMPUS.
14. If the event is held off campus, the organization must follow the local and state COVID event guidelines in place at that time.
15. All of Rules 1-12 above ALSO apply to off campus events. These are meant to ensure the safety of all of our members.