Addendum to Student Organization Event Policies found [HERE](). The policies below are subject to change in order to comply with Public Health Guidance and any other additional directives from the University.

These COVID rules apply only to on campus student organization events.

1. All student organization sponsored events – held on campus - must be registered and 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 250 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. All events are permitted to be held at full capacity.
5. It is recommended that individuals who do not reside in the same household, maintain social distancing at all events, indoors and outdoors.
6. Masks or face coverings are required to be worn at all indoor events and non-sporting outdoor events. They are recommended at all outdoor sporting events. Event hosts must provide masks for all attendees or have each attendee bring their own mask.
7. 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.

8. 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. Attendance can also manually be recorded in the event in Engage.
9. Food provided at events must be provided by an approved caterer or food service provider who follows and is permitted by Public Health guidance and Sodexo guidelines in service delivery. Self-serve, "potluck," or other common food service stations are not permitted.
10. Student organizations wishing to have any type of food (caterers, food trucks, etc.) at their event on campus(with the exception of the Student Union which is contracted with Sodexo), must have the vendor email Cassie Matheny at [Cassie.Matheny@louisiana.edu](), and the Transportation office will intake these

requests and coordinate an agreement approval process with Operational Review prior to issuing permits. No vendors of any kind will be permitted on campus without an approved permit. Organizations will have to secure the approval before promoting the vendor at the event.

11. Tabling – organizations can table for promotional purposes. If information is being offered for a student to physically take, these items should be separated and accessible for a student to only touch the item they are picking up. Sanitize pens or pencils if asking students to sign something at your table.

12. Fundraisers –Food items may be sold only if they are prepared and individually packaged by a third party (a company, not an organization member) AND do not require that a specific temperature be maintained for health and safety of that food. In addition, all sales should be contactless – money is not exchanged. Venmo, CashApp, or other online payment options are to be used.

13. The use music – DJ or live – is permitted.

14. We encourage student organizations to 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 COVID and immune system issues. If a virtual option is not offered, the member should not be fined or penalized for not attending – if reasons are due to COVID.

15. Additional student organization event policies (not related to COVID) may be found HERE.

The following apply to student organization events hosted off campus:

1. Student organizations hosting off campus events are recommended to adhere to the most up-to-date guidelines issued by the local, state, and federal agencies regarding preventing the spread of COVID.

2. Record attendance at all events and keep on file in case these must be produced.

3. In general, an event could be deemed "sponsored by a student organization" if any one or all of the following factors apply to the event:
   - Event is advertised, promoted, or talked about as being an "insert student org name" event.
   - Officer(s) of the organization are present.
   - 10 or more members are present
   - An officer instructed members to be present

4. Remember that, as a registered UL Lafayette Student Organization, your members are still representing the university at off-campus events.