

Office of Student Activities
Event Request Form Fall 2020

Name of Organization

Person serving as contact for the organization

Name

Email

Phone number

Advisor for the organization

Name

Email

Phone number

Name of event

Purpose of the event

Proposed location of the event with physical address of the location

Alternate location of the event with physical address of the location

Number of participated attendees

Total number of people in any space will depend on the space and may be limited based on the physical layout of the space/area. This number should include the number of members of the organization in attendance as well. The maximum number of people that can occupy a space will be designated by Student Center and Conference Services and all events/activities must adhere to those numbers.

All public event and meeting spaces such as meeting spaces Button, ADUC, Reed Auditorium, larger classes rooms and other campus facilities will be considered academic spaces and priority for use of these spaces will defer to academic needs before any consideration can be

given to RSOs. This could impact the organization's ability to reserve and use the space. Student Center and Event Services reserves the right to cancel a reservation if an academic need is deemed for the space.

The organization is required to designate between 3-6 people depending on the size of the event to serve as event monitors that will be responsible for ensuring that proper safety guidelines and social distancing are being followed during the event.

Event Monitors

Name

Email

Phone number

Name

Email

Phone number

Name

Email

Phone number

Name

Email

Phone number

Name

Email

Phone number

Name

Email

Phone number

If the event is approved an additional process will be required to comply with contact tracing requirements. The organization contact will receive further guidance specific to the those requirements.

The following questions must be answered as part of the safety plan for the event to be reviewed and considered.

1. Is the proposed space and alternate space available for the planned date of the event?
2. Does the organization have a safety plan for the event to ensure the health and safety of all attendees and workers?
3. How will the organization handle the registration, approval admittance of attendees to the event?
4. What detailed safety guidelines will the organization have in place before, during and after the event? (see event guidelines)
5. How will the organization provide adequate safety signage and social distancing markers to ensure the safety of everyone attending and working the event?
6. How will the organization keep the event area/venue clean and sanitized before, during and after the event?
7. How would the organization ensure proper social distancing would take place at the event?
8. How will the organization enforce health, safety and attendance guidelines during the event?
9. How will the organization designate attendees that have been approved to enter the event?
10. How will the organization respond to a potential safety issue during the event?
11. Will the organization provide the masks or ask the participants to provide their own?
12. How will the organization capture and maintain information for each attendee and organization member for contact tracing purposes?