The Office of Student Life Presents: Student Organization Event Management During COVID

**On-Campus**

- Indoors
  - Complete the Space Request Form
    - Must be completed at least 2 weeks prior to the event (4 weeks recommended)
    - Make note of special accommodations (i.e., AV, room rearrangement, etc.)
    - Space is limited, so request a space early

- Outdoors
  - Complete the Request Form for Events with Alcohol (On- or Off-Campus)
    - The event must have a bartender
    - The event is limited to beer/wine only, no liquor
    - Food and nonalcoholic beverages must also be served
    - Individually-wrapped food is highly encouraged

**Off-Campus**

- Indoors
  - All off-campus events require a contract except for outdoor happy hours with 30 guests or less
  - Events must be free

- Outdoors
  - At this time, only outdoor happy hours are allowed for off-campus events if food/alcohol is involved
  - Complete the Request Form for Events with Alcohol (On- or Off-Campus)
    - The event must be a venue with a liquor license
    - The space must have outdoor seating
    - The event must have 30 or less members in attendance
    - Food and non-alcoholic beverages must also be served

**Can I have food/alcohol at my event?**

- On-Campus Indoors
  - The event must have a bartender
  - The event is limited to beer/wine only, no liquor
  - Food and nonalcoholic beverages must also be served
  - Individually-wrapped food is highly encouraged

- On-Campus Outdoors
  - Only speakers/panelists are permitted to attend your events, no audience members
  - Speakers/panelists will be required to submit an attestation that they are vaccinated, have no symptoms of COVID-19, and have not been in close contact with anyone who has tested positive for COVID-19. The Office of Student Life will be in contact with additional details

**Can I have external guests at my event?**

- On-Campus Indoors
  - Only speakers/panelists are permitted to attend your events, no audience members
  - Speakers/panelists will be required to submit an attestation that they are vaccinated, have no symptoms of COVID-19, and have not been in close contact with anyone who has tested positive for COVID-19. The Office of Student Life will be in contact with additional details

- On-Campus Outdoors
  - Only speakers/panelists are permitted to attend your events, no audience members
  - Speakers/panelists will be required to submit an attestation that they are vaccinated, have no symptoms of COVID-19, and have not been in close contact with anyone who has tested positive for COVID-19. The Office of Student Life will be in contact with additional details

For more information, please visit the Office of Student Life’s webpage.