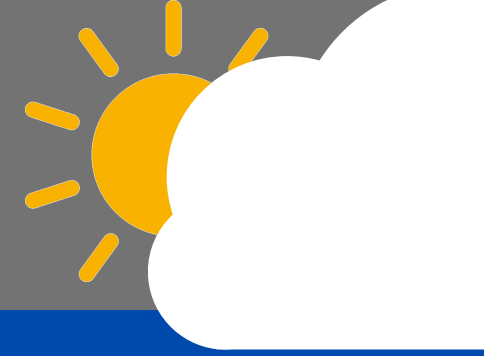


The Office of Student Life Presents: Student Organization Event Management During COVID



Where can I hold my event?

On-Campus

Off-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 [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

Indoors

- All off-campus events require a contract except for outdoor happy hours with 30 guests or less
- Events may be held indoors or outdoors if there is **no** food/alcohol being served
- Events **must** be free

Outdoors

- All off-campus events require a contract except for outdoor happy hours with 30 guests or less
- Events may be held indoors or outdoors if there is **no** food/alcohol being served
- Events can only be held outdoors if there will be food or alcohol served. Events with food/alcohol are limited to 30 people or less
- Events **must** be free

Can I have food/alcohol at my event?

- 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

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At this time, **only outdoor happy hours are allowed for off-campus events if food/alcohol is involved**

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- Complete the [Request Form for Events with Alcohol \(On- or Off-Campus\)](#)
 - The event **must** be at 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 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



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For more information,
please visit the
[Office of Student Life's webpage](#)