



EMORY  
UNIVERSITY

Student Center  
Operations and Events

# EVENT COVID-19 POLICY

Last Updated 1/25/2021

## Overview

As Emory continues to respond to the COVID-19 pandemic, please be advised that we will be following a combination of guidelines for events and meetings set forward by the CDC and the University. This will impact all event and meeting requests for the foreseeable future.

We understand that our student organizations, social groups, and departments are what makes the Emory Community such a special place, and our priority moving forward is ensuring the safety and health of our entire community. For any questions, concerns, or for more information please contact our event coordinators or visit the Student Center [website](#) for the most updated policies.

Students and members of the community who have committed to abide by the [Community Compact](#) are welcome to use open and designated spaces to study individually when the facilities are open. Informal gatherings/meetings are not permitted within any Student Center facilities at this time.

In addition to following the university [Gathering Policy](#) that governs all events, chartered student organizations must also follow the [Student Organization Programming guidelines](#).

Please continue to check for updated campus information by going to [Emory/ Forward](#) website.

## Applicability

No reservations or events will be approved for external groups.

## Event Approval Process – until further notice

1. All reservations must be made two weeks (10 business days) in advance, no exceptions. Reservations must be submitted on [25Live](#) and include:
  - a. Desired event space/room
  - b. 10-digit SpeedType/SmartKey
  - c. Set-up Needs
  - d. A/V Needs (using “comment” section on the request form in 25Live)
  - e. Event Start and End Time
  - f. Set-up or Take-down time outside of specified event time that the client would like in the space-Food and Catering
2. All event clients must meet with an event coordinator via Zoom at least five (5) business days before event to review expectations and meeting checklist. Final details and checklist must be submitted at least three (3) days before event.

3. Notice of cancellation must be made in writing to the Event Services coordinator no less than two (2) business days prior to your event date.
4. The Director of the Student Center, or their designee, reserves the right to cancel the event at any time due attendance concerns, facility or other COVID conditions, at any time including and up to the day of the event.

## **Policies for Use of Space**

### **I. Attendance**

- a. Clients must limit attendance to COVID capacities listed for space. Events with attendance over the university alert level will be cancelled two weeks out from the event, if the attendance is not in adherence with the current level.
- b. Attendees must be members of the Emory community who have completed the on-campus onboarding process. Members of the community and public who have not completed these steps should not enter events.
  - i. For events that include guests who are visitors to Emory University, please refer to the [Visitor Policy](#) for guidance.
- c. Event contact must have an RSVP and day-of registration or check-in plan in place in order to adhere to attendee numbers permitted. Clients must be able to provide this information in the case of the need for contact tracing.
- d. Event contact's designated representative must be present for duration of event.

### **II. Health and Safety**

- a. Following Emory guidelines, all attendees must wear face coverings, unless eating, and maintain 6ft distance.
- b. Attendees must follow directional flow patterns and designated seat placement or assignment.
- c. Tables and chairs must remain in configuration set-up by the Student Center team, which have been placed via safety guidelines.
- d. Event contact must present plan to event coordinator and implement plan for maintaining and enforcing physical distancing and wearing face coverings.

### **III. Program logistics**

- a. Event contact must share A/V plan, if they are using equipment, including the number of people speaking and if projection and screen will be needed along with microphone. Student Center can provide Wireless tabletop mic if needed in Cox Hall Ballroom, Multi-purpose Rooms, and Harland Cinema.
- b. Program schedule, including any set-up time, check-in times, and clean-up time the client needs to be in the space, must be shared with the event coordinator.
- c. All food must either be individually wrapped snacks or be ordered from Emory Catering. If food is being served, event contact must notify event coordinator at their meeting.
  - i. Food and drink may be further limited by [university alert level](#) or other COVID-related protocols.

## EVENT SPACES AVAILABLE TO RESERVE:

SPACE	SET-UP	COVID CAPACITY*
COX HALL ENTIRE BALLROOM	Classroom	No more than 35
ESC MULTI ROOMS: N101	Classroom	No more than 16
ESC MULTI ROOMS: N103	Classroom	No more than 16
ESC MULTI ROOMS: COMBO N105/N106	Classroom	No more than 20
ESC MULTI ROOMS: 104	Classroom	No more than 35
HARLAND CINEMA	Theater style; static seating	No more than 35
AMUC 223	Boardroom	No more than 10
AMUC 225	Boardroom	No more than 12
AMUC 235	Open U Shape	No more than 16
ESC N210	Boardroom	No more than 6
ESC N302	Boardroom	No more than 10
ESC S301	Boardroom	No more than 8
ESC S308	Boardroom	No more than 2
EMORY BLACK STUDENT UNION (EBSU)**	Lounge	No more than 18
CENTRO LATINX**	Lounge	No more than 10
<b>OUTDOOR SPACES:</b> CAMPUS LIFE PAVILION ESC PLAZA MCDONOUGH PLAZA MCDONOUGH FIELD TRAFFIC CIRCLE QUAD	TBD	No more than permitted at current university alert level
<b>*Meeting size, may be further limited university alert level or other COVID-related protocols.</b>		

**\*\*These requests will be reviewed by the Office for Racial and Cultural Engagement before final approval.**

## **CHECKLIST CONSIDERATIONS**

- What are the primary goals and intent of event?
- Detailed program schedule?
- A/V plan? How many speakers/presenters?
- RSVP and check-in plan? How will you manage entry and exit to the event? Are there instructions about your event that participants will need beforehand?
- How will your event accommodate physical distancing expectations? Plan for enforcing?
- Will your event include food? Can you meet your desired goals or intent if food or drinks are not available?
- Will you be there for duration of event? If you are not able to be there, who is your back-up and what is their contact information?