EVENT COVID-19 POLICY

Overview
As Emory continues to respond to the COVID-19 pandemic and to plan for our Fall 2020 reopening, 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.

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 or student organizations. All undergraduate and graduate student club meetings and activities, including fraternities and sororities, will be held virtually for the fall semester.

Event Approval Process - Fall 2020
1. All reservations must be made two weeks (10 business days) in advance, no exceptions.
2. On behalf of any faculty or staff who wants to make a reservation, the Dean of the School or Vice President of the business unit must submit request to the Director of the Student Center via email (esc@emory.edu) with an explanation as to why it is an essential meeting or event.
3. 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.
4. 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.
5. 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. No events with over 35 attendees will be approved.
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.
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 masks, 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 social distancing and wearing face masks.

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 mic that will be placed on a mic stand on a podium 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.

EVENT SPACES AVAILABLE TO RESERVE:

<table>
<thead>
<tr>
<th>SPACE</th>
<th>SET-UP</th>
<th>COVID CAPACITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>COX HALL ENTIRE BALLROOM</td>
<td>Classroom</td>
<td>No more than 35</td>
</tr>
<tr>
<td>ESC MULTI ROOMS: N101</td>
<td>Classroom</td>
<td>No more than 16</td>
</tr>
<tr>
<td>ESC MULTI ROOMS: N103</td>
<td>Classroom</td>
<td>No more than 16</td>
</tr>
<tr>
<td>ESC MULTI ROOMS: COMBO N105/N106</td>
<td>Classroom</td>
<td>No more than 20</td>
</tr>
<tr>
<td>ESC MULTI ROOMS: 104</td>
<td>Classroom</td>
<td>No more than 35</td>
</tr>
<tr>
<td>HARLAND CINEMA</td>
<td>Theater style; static seating</td>
<td>No more than 35</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>--------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>AMUC 223</td>
<td>Boardroom</td>
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<tr>
<td>AMUC 225</td>
<td>Boardroom</td>
<td>No more than 12</td>
</tr>
<tr>
<td>ESC N210</td>
<td>Boardroom</td>
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<tr>
<td>ESC N302</td>
<td>Boardroom</td>
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<tr>
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<td>Boardroom</td>
<td>No more than 8</td>
</tr>
<tr>
<td>ESC S308</td>
<td>Boardroom</td>
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</tr>
</tbody>
</table>

We value your patronage and appreciate you considering our venues for your event space.

**CHECKLIST**

- 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?