**Meetings:**

**Meetings Definition:** (10 persons or less indoors & 25 persons outdoors) ability for organization members to convene to conduct business, practice, or plan. (No staff/faculty/advisor oversight required)

*Information about food can be found below.*

Meeting manager(s) (student organization representative) is required to keep the group compliant to Orange Stage of the Physical Distancing Framework’s policies and guidelines identified in Presence.

All on-boarding and new member programming must be conducted virtually.

Student Org Meeting random audits will occur periodically to ensure all guidelines are in compliance.

Student Organization Approved Meeting times for outdoor spaces:

Mon-Fri [4PM-10PM]
Sat-Sun [12PM-7PM]

**The approved outdoor locations are:**

- Stern Plaza (Tented)
- Queally Center Tent (Tented)
- Forum (Tented) after 7PM
- THC RC & WC Patios
- IM Field I
- IM Field II

Student Organization Approved Meeting times for indoor spaces:

Mon-Fri [9AM-10PM]
Sat-Sun [9AM-7PM]

-continued on next page-
The approved indoor locations are:

<table>
<thead>
<tr>
<th>Building</th>
<th>Room</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gottwald Science Center</td>
<td>C200</td>
<td>10</td>
</tr>
<tr>
<td>Jepson Hall</td>
<td>C120</td>
<td>13</td>
</tr>
<tr>
<td>Jepson Hall</td>
<td>Faculty Lounge 127</td>
<td>11</td>
</tr>
<tr>
<td>North Court Academic Building</td>
<td>Classroom B2</td>
<td>10</td>
</tr>
<tr>
<td>Puryear</td>
<td>Classroom G13</td>
<td>13</td>
</tr>
<tr>
<td>Richmond Hall</td>
<td>Classroom 201</td>
<td>12</td>
</tr>
<tr>
<td>Robins School of Business</td>
<td>Classroom 224</td>
<td>12</td>
</tr>
<tr>
<td>Robins School of Business</td>
<td>Classroom Q282</td>
<td>10</td>
</tr>
<tr>
<td>Tyler Haynes Commons</td>
<td>RM 321</td>
<td>10</td>
</tr>
</tbody>
</table>

Indoor Meeting Health & Safety Guidelines:

- All attendees must remain at least 6ft apart during meetings and/or programs/events.
- Face coverings are required inside

Sanitation Requirement: Sanitation requirements must be maintained by all Event Schedulers/hosts.

- Student Organizations to pick up a Sanitation Kit at the Center for Student Involvement BEFORE their scheduled meeting or event. (NOTE: CSI closes at 7PM)

Attendance Tracking: Contact tracing is required by all Event Schedulers/hosts. Student organizations must use Presence Card Swipe Readers to swipe members into the meeting for Contact Tracing Purposes.

- Pick up a Card Reader at the Center for Student Involvement BEFORE their scheduled meeting. (NOTE: CSI closes at 7PM)

Events:

Event Definition: (10 persons or less indoors & 25 persons outdoors) Opportunity for social/educational gatherings for members and non-members in distancing appropriate, outdoor locations. Events can be inclusive of activities, offerings and incentives.

*Information about food can be found below.*
- Outdoor Only- up to 25 people (or based on location capacity defined by university facilities)
- No less than 2 Event Managers are required to maintain group compliance to Orange Stage Framework
- Student Org Event random audits will occur periodically

*Changes to the Governor’s executive order that expand event capacity (>25 attendees) will require a faculty/staff advisor must be present for the entirety of your event*

Student Organization Event/Program Approved Times:

- Thursday- Friday [4PM-11PM]
- Saturday [10AM-11PM]

*Sport Clubs must follow all practice policies/guidelines defined by Rec and Well-Being;
*Student Athletes must follow the policies/guidelines defined by Department of Athletics

**Student Organizations can host events by both registering in Presence and reserving an approved location in EMS.**

These approved locations are:

- Stern Plaza (Tented)
- Queally Center Tent (Tented)
- Forum (Tented) after 7PM
- THC WC/RC Patios
- IM Field I
- IM Field II

Physical Distancing Requirements:

**Outdoor Meeting/Events Health & Safety Guidelines:**

- All attendees must remain at least 6ft apart during meetings and/or programs/events.
- Face coverings required outside when physical distancing is not possible

**Sanitation Requirement:** Sanitation requirements must be maintained by all Event Schedulers/ hosts.

- Sanitize all surfaces/items at the beginning and the end of the event
- Use hand sanitizer before any distribution
- Student Organizations to pick up a Sanitation Kit at the Center for Student Involvement BEFORE their scheduled meeting or event. (NOTE: CSI closes at 7PM)
**Attendance Tracking:** Contact tracing is required by all Event Schedulers/hosts. Student organizations must use Presence Card Swipe Readers to swipe members into the meeting/event for Contact Tracing Purposes.

- Pick up a Card Reader at the Center for Student Involvement BEFORE their scheduled meeting. (NOTE: CSI closes at 7PM)

**Food:**
Food is allowed during meetings and events in the Orange Stage. The following guidelines must be followed:

- The intent to have food at a meeting/event must be indicated on your EMS space request and in Presence
- No outside vendors may provide food or services. Which means:
  - No food delivery
  - No food pick up from off-campus
- Individually packaged food ONLY may be distributed (ordered from Amazon or similar source)
- Dining Services can also provide food options for student organizations

**Repercussions for non-compliance with these guidelines:**

- If student organizations are reported as not following guidelines will be subject to:
  - Students Organizations will be revoked of their ability to book space for the Fall semester
  - Student Organization’s funds will be suspended