Important Guidance of Student Organizations

RED STAGE Meeting & Event Policy

1. **Events/Programs**
   - All EVENTS/PROGRAMS must be virtual in the RED Stage
   - All virtual events must be submitted & approved via Presence

2. **Meetings/Activities**
   - **Meeting**: ability for organization members to convene to conduct business, practice, or plan.
   - **Activities**: ability for organization members to partake in a share interest that must be in direct correlation with your organization mission
     - ALL RECRUITMENT INITIATIVES MUST BE VIRTUAL

   - Recognized Student Organizations are permitted to host meetings during the RED Stage in pre-approved locations.
     - 10 indoors/25 outdoors or less **registered members only**
       - Member Roster must be updated in Presence
       - No staff/faculty oversight required
       - Student Org Representative (Event Manager) is required to maintain group compliance with Red Stage Meeting Policy and be identified in Presence
       - Student Org Meeting **random audits** will occur during Red Stage
     
   *Sport Clubs must follow all practice policies/guidelines given by Rec and Well-Being*

   - Student Organization **Approved Meeting times**:
     - Mon-Fri [4PM- 10PM]
     - Sat-Sun [11AM-7PM]

   - Student Organizations can host meetings in approved, outdoor & indoor areas **ONLY** and must be reserved through EMS.
     - These outdoor defined locations are (25 OR LESS):
       - Greek Theater (Not Tented)
       - IM Field (1 & 2) (Not Tented)
     - These outdoor defined locations are (10 OR LESS):
       - Stern Plaza (Tented)
       - Queally Center Tent (Tented)
- Forum (Tented) after 7PM
- Richmond College Patio (Tented) after 7PM
- Westhampton Patio (Tented) after 7PM

These indoor defined locations are (10 OR LESS):
- Gottwald Science Center- Room C200 (cap. 10 people)
- Jepson Faculty Lounge (cap. 10 people)
- Jepson room C120 (cap. 10 people)
- North Court Academic Building- room B2 (10 people)
- Puryear Hall - Rm. G13 (10 people)
- Richmond Hall- Rm 201 (10 people)
- Robins Business School- Rm 224 (10 people)
- Robins Business School- Rm Q282 (10 people)
- THC- Rm 321 (10 people) (No Key Needed)

Spaces must be reserved at least 24 hours (or one business day) in advance.
- Presence Event Registration form must be submitted and approved before space can be requested and confirmed.
- Most of these spaces require key access. You must request a key for pick-up within 72 hours of the start of your event time using the key sign out form. Keys will be sanitized prior to usage. Please only send individuals who have been cleared to be on campus to pick up keys. When picking up a key, please note that the Events Office main door is now EXIT ONLY. Please use the ENTER ONLY door a little further down. There will be signage directing you to the front desk for contactless key pick-up. When returning the key, place the key in the drop-box located outside the Events Office main door.

- No Food or Drinks may be purchased and/or distributed at Student Organization Meetings
- Physical Distancing Requirements: All students must remain at least 6ft apart
  - Sanitation Requirement: Student Organizations are held responsible to sanitize location upon use.
  - Masks Required: All students must wear masks during indoor and outdoor meetings

Student Organization Engagement Opportunities
- Distribution Policy
  - Members Only Meetings: Student Organizations may provide approved supplies to be distributed to members during a member only, in-person meeting (10 indoors/25 outdoors)
    - This may not include food and/or beverages.
  - Campus Marketing/Promotional Purpose: Student Organizations may reserve the THC Hanging Lounge to distribute pre-approved items to the campus community.
    - Guidelines for Campus Marketing/Promotional Distribution
• No more than 2 organization members are permitted to staff the Hanging Lounge at one time
• Prepackaged Food Items, Virtual Event Supplies, activity supplies and Promotional Items
• Items must be pre-packaged, individually for contactless pick-up
• Hanging Lounge Registrations must be submitted via Presence Event Registration Form and Reserved through EMS
• Organization Hosts are responsible for picking up Sanitation Kits from CSI to properly clean before and after distribution time slot
  • Distribution Slots will be limited to Monday-Friday in 2-hr time periods
    • 10AM-12PM
    • 12:30PM-2:30PM
    • 3PM-5PM

• Repercussions for not following these guidelines:
  o If student organizations are reported to have had more than 10 indoors/25 outdoors at their meeting:
    • Students Organizations will be revoked of their ability to book space for the remainder of the Spring semester
    • Student Organization’s funds will be suspended