

Valparaiso University Short Term Event Policy - Fall Semester 2020

A.) Overall Policies and Guidelines

- No events with outside guests are permitted except with limited exceptions. These are listed in the [COVID-19 Campus Visitor Policy](#).
- Events will be limited to the maximum attendees dictated by the state or the amount that can be accommodated in spaces on campus allowing for 6 feet of physical distancing. https://backontrack.in.gov/files/BackOnTrack-IN_Stage4.5_UPDATE_STAGE4.5.pdf
- In order to minimize risk to the campus community and our larger Valparaiso community, and limit the potential for exposure, off-campus events will not be approved for Fall 2020.
- Attendees are required to maintain physical distancing (at least six feet) and wear face masks during the duration of all meetings/events as directed.
- Meeting/event requests will not be processed until the Fall academic schedule has been set. Due to adjusted and required operations during COVID-19, space may be limited for meetings/events, and typical event logistics and behaviors will be modified accordingly.
- The University will require adherence to local health department and CDC guidelines at all times for meetings/events.
- Organizers should continually assess, based on current conditions, whether to postpone, cancel, or significantly adjust the number of attendees for large meetings/events. Virtual and/or hybrid meetings/events are highly encouraged when possible and appropriate.
- Room capacities will be temporarily adjusted to ensure appropriate physical distancing. Organizers can contact union.reservations@valpo.edu or 219-464-5007 to ensure their meeting/event will fit in the requested space.
- Only certain types of limited room set-ups and logistics will be permitted based on size and type of event, as well as physical distancing requirements. The Union will not be able to provide the same very specific or individual set-ups in Fall 2020 due to the current conditions and protocols.
- While Facilities Services and Event Services staff will continually clean and disinfect spaces, thorough cleaning will happen overnight. Organizers and attendees should be cautious of touching surfaces and equipment, and plan to use personal sanitizers whenever possible.
- All event and meeting attendees should be made aware that they should not attend if:
 - Been advised to quarantine/isolate by a medical provider or health department
 - Have had face-to-face contact for 10 minutes or more with someone who has or is suspected of having COVID-19
 - Experienced a new cough, shortness of breath, or difficulty breathing
 - Experienced at least two of the following symptoms in the last 48 hours: fever, chills, repeated shaking chills, muscle pain, headache, sore throat, vomiting, diarrhea, or loss of taste or smell
 - Have had a temperature 100.4 or above this morning
- If an attendee of a meeting/event thinks they may have been exposed to COVID-19, please contact VUPD at 219.464.5430 immediately so the appropriate parties may be notified.
- The University, and its departments and staff, reserve the right to change, move, reschedule, postpone, or cancel my reservation or event for safety reasons or concerns. In the event this is necessary, event organizers will be informed with as much prior notice as possible.

- The University is not liable for individual behavior, and furthermore all event planners, guests, and participants, in any event, acknowledge and assume all risks, and hold the University and all its employees and agents harmless against all claims.
- Outdoor events are encouraged, but also required to observe mask and distancing guidelines. Outdoor event maximum attendee number is limited to state guidelines.
- Indoor events with 100 or more attendees anticipated, with the exception of Chapel services or events in the ARC/Athletics, must utilize a ticketing system. You can submit a request to have the tickets managed through the Harre Union Welcome Desk [here](#).
- The host and event organizer of an event is responsible for ensuring all policies and guidelines are followed and enforced at an event, and understand that failure to do so may result in loss of privileges to make future reservations.
- [Looking Forward: Valparaiso University's Recommendations for a Safe Return to Campus](#)
- [COVID-19 Code of Conduct](#)

B.) Event and Reservation Space Priorities

The following list, designated by the University, is in order of preference given to the scheduling of events in Fall 2020 and while operating under COVID-19 protocols.

1. Academic Instruction/Classes
2. University Level Events/President's Office
3. Enrollment/Admissions
4. Student Life/Student Organization Activities
5. Academic Departments (events that support the academic mission and student learning, this does not include department meetings - recommend virtual)
6. Other Campus Departments & Internal Partner activities
7. Other

Note: At times, reservations may need to be modified or changed based on the above priorities.

C.) [Required Event Responsibilities Form](#) (submitted by event lead/contact for event)

D.) Recommendations and Considerations for Successful Events in Fall 2020

- Try to host virtual events as much as possible, and when it is of reasonably equitable value.
- Conduct all work and departmental meetings through use of remote options whenever feasible.
- If wanting to host a large event, look into having two or three separate times for the event to lower your numbers of attendance, support physical distancing, and give time for cleaning in between events.
- We strongly encourage our guests and planners to consider hosting your event outdoors whenever possible. Outdoor events will likely not be able to have rain sites indoors, and you should plan to cancel an event in the case of weather issues.
- The Union and other places on campus will only be able to offer limited kinds of set-ups of rooms (Example - No small or high top tables) in order to preserve physical distancing guidelines, so think about this as you consider an event.

- Livestream or record your event for those that can not attend, or feel uncomfortable being present in person.
- Do virtual check-ins for events to avoid creating lines or have people reusing pens or materials. Do not have grab bags or self serve materials.
- Carefully consider whether you need catering or food service of any kind in order to further limit or reduce risk.
- Keep a guest list of all event attendees in the case that tracing becomes necessary.