

# Fall 2021 Events Planning and Space Reservation Guidelines

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## Goal

The goal of these guidelines is to minimize on-campus exposure to the COVID-19 virus for all students, faculty, staff, and event attendees participating in university events.

## Roles and Responsibilities

**Event Planners:** must carefully review these guidelines prior to scheduling an event and ensure the guidelines are followed during the event.

**Attendees:** All AU faculty, staff, and students that attend in-person events must be vaccinated. Those with approved exemptions are required to always remain masked when on campus.

**Event (Central) Schedulers:** will ensure event planners understand the guidelines prior to scheduling space.

## Definitions

**Events:** Organized activities/gatherings in AU spaces requested by authorized AU departments or recognized student organizations through the central scheduling system (see *Event Scheduling Policy*).

These include any requested activity that has an invited internal or external audience, including, but not limited to:

- Staff, faculty and student group meetings
- Trainings
- Dialogues
- Presentations (not courses)
- Debates
- Concerts/theatre performances
- Dances
- Showcases
- Receptions
- Workshops
- Meet and greets
- Competitions

**Internal Events:** Attendees are AU current student, faculty, and staff with a regular on-campus presence. Applies to attendees and any facilitators/performers/coaches/speakers.

**External Guests:** A person or persons not currently enrolled or employed by American University. Includes all university non-affiliates and visitors/guests. Applies to attendees and any facilitators/performers/coaches/speakers.

**Outward-facing events:** Events advertised to and inviting in the general public or select external guests regardless of the host unit.

**Event Management System (EMS):** The campus will use EMS for courses and events. Online training materials will be made available to authorized requestors.

## Key Considerations

All reservable spaces can operate at full capacity.

Outdoor settings are encouraged for events as weather permits.

Routine staff, faculty and student group meetings are expected to be held virtually throughout the fall semester.

EMS is the new scheduling system for reserving space on campus. It will be important to take online training to become familiar with the application prior to use.

Requests for space must be submitted through the EMS central scheduling system. Requests may be filed for the fall and spring semesters in order to hold space tentatively, but confirmations will not be sent until event guidelines are updated, based on COVID conditions.

Some spaces have a modified space usage, until further notice, due to COVID health and safety needs.

As before, instructional spaces (prioritized for courses) will be available for event requests only after Office of the University Registrar (OUR) completes all course assignments and adjustments.

The distinction between instructional and event space remains, but until further notice, some event spaces will also be used for select courses, as needed by the Office of the University Registrar.

# Guidelines for Approved Events

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## Internal events

- Events held for **currently enrolled AU students and/or currently employed AU faculty or staff** may be approved in appropriate spaces at full capacity.
- All participants in indoor events must remain masked.
- [Masking](#) is required outside for events with 25 or more attendees.
- The requestor (campus host) must be onsite for the event.
- Speakers/performers/facilitators may speak/perform/facilitate unmasked at indoor or outdoor events with a reasonable separation from the audiences.
- Attendees at receptions/dinners may remove their masks while eating. Catered events must comply with catering guidelines, described below.
- Tabling by AU groups (no guests from off-campus) may be approved in appropriate locations.

## Outward-facing events

**Before October 1, events with external invitees, even if internally hosted, may not be approved for the month of September, with the following exceptions:**

- Office of Admissions tours, Office of Development events, some alumni/trustee events, and select spiritual life events
- All participants at indoor events must remain masked.
- Masking is required outside for events with 25 or more attendees.
- The requestor (campus host) must be onsite for the event.
- Speakers/performers/facilitators may speak/perform/facilitate unmasked with a reasonable separation from the audiences.
- Attendees at receptions/dinners may remove their masks while eating.
- Catered events must comply with catering guidelines, described below.

### Events Hosted with External Guests

- No hosted external events (rentals, grant-related, contracted events by and for external audiences) will be approved for the month of September.
- Depending on how intentionally our community adheres to campus health and safety guidelines, the limits placed on the scale of events and on external guests/attendees may be revisited at the end of September.

### Catering guidelines

- On-campus food which is served/made available to an invited or casual audience, must be contracted through AU catering or a licensed external caterer contracted through PCD.
- Seated meals, receptions, buffets, food trucks, and the like must be contracted as specified above, to ensure proper licensing, insurance, and compliance with DC food service regulations.
- These guidelines apply to any catered event held on AU property, regardless of the source of payment.
- Event hosts are responsible to ensure food vendors conform to health and safety regulations for food service on campus.

### When external events and external guests are allowed on campus (and guidance is updated, tentatively October 1):

- Masking requirements must align with the current [Directive on Face Coverings](#).
- Due to contact-tracing needs:
- External attendees MUST register with name/phone/email to attend the event.
- The host department/recognized student organization MUST maintain a list of this info for external attendees.
- The host must designate an AU “keeper of the list” and an alternate and must preserve the list for the entire fall semester.
- Messaging to all external audiences MUST include language encouraging only vaccinated individuals to attend.
- On-site enforcement of vaccinated/unvaccinated will NOT be required at events.
- AU Forward Fall 2021 [Health and Safety measures](#) should be followed.

## Questions

Please direct all questions regarding these guidelines to University Event Scheduling at [eventscheduling@american.edu](mailto:eventscheduling@american.edu).