Spring 2022 Event Planning and Space Reservation Guidelines

Objective

The objective of these guidelines is to advance health and safety while maintaining an appropriate level of university activities and programs. This guide outlines how to conduct events within health and safety protocols, including procedures for reserving university space.

Definitions

**Events:** Organized activities/gatherings in AU spaces requested by authorized AU departments or recognized student organizations through the central scheduling system (EMS WebApp) (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
- Invited guest speakers and/or visitors to classes
- Trainings
- Dialogues
- Presentations (not courses)
- Debates
- Concerts/theater performances
- Dances
- Showcases
- Receptions
- Workshops
- Meet and greets
- Competitions

**Internal Guests/Attendees:** Current AU student, faculty, and staff members. Applies to attendees and any facilitators/performers/coaches/speakers.

**External Guests/Attendees/Visitor:** 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.

**EMS WebApp (Event Management System):** The university’s central system for requesting space and scheduling events. It is integrated with AU’s Master Calendar and Ellucian Colleague database, ensuring up-to-date information about people, spaces and all scheduled activities.
Roles and Responsibilities

AU Hosts: AU student, faculty, or staff member who is the point of contact for event must review guidelines and policies, communicate critical information to attendees, and ensure all guidelines and policies are followed during the event.

Attendees: All AU faculty, staff, students, and visitors that attend in-person events must be fully vaccinated. Visitors unvaccinated because of medical/religious reasons must present negative result of a COVID-19 PCR test prior to being admitted to event.

Masks are required at all times indoors unless while eating/drinking. Masks are required outdoors for events larger than 25 attendees. **Masks should be N95 or KN95. These masks offer the best protection against transmission.** If no such masks are available, attendees should double-mask.

Event Scheduling Offices: Communicate guidelines and relevant COVID-related protocols to the AU host during the reservation process.

Key Considerations

- Requests for space must be submitted through the EMS WebApp.
- All reservable spaces can operate at full capacity. Some spaces may have a modified space usage and capacity limitation, until further notice, due to COVID health and safety requirements.
- Outdoor settings are encouraged for events as weather permits.
- Routine staff, faculty and student group meetings can be held in person.
- Tabling by AU groups (no guests from off-campus) may be approved in appropriate locations.
- Hosted external events (rentals, grant-related, contracted events by and for external audiences) will be approved and will require attendees to comply with the University Health and Safety Directives, including, but not limited to, University Directives on Mandatory COVID-19 Vaccination and Face coverings.
- Instructional spaces (prioritized for courses) will be available for event requests only after Office of the University Registrar completes all course assignments and adjustments.

Guidelines for Approved Events

- All participants in indoor events must remain masked.
- Masking is required outside for events with 25 or more attendees.
- Masks should be N95 or KN95. These masks offer the best protection against transmission. Masks should cover both the nose and mouth and fit...
tightly to assure the best protection. If attendees do not have these masks, double masking is the next best option.

- The AU 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.

**Additional Guidelines for Events with External Guests**

AU hosts must take the following steps:

1. **Send event-specific COVID-19 Vaccination Attestation URL link to non-AU guests.** After the event is confirmed, AU hosts must send their event-specific attestation link to non-AU guests to complete prior to the event. This Qualtrics form includes full name, phone number, and email for compliance with DC contact tracing requirements. AU host must receive confirmation forms that have been completed at the email address used to create the URL. AU host must maintain these completed attestation forms for a period of three months post-event. To create a link, go to [Create an event-specific attestation form link](#).

2. **Check visitors’ proof of vaccination.** Visitors must present their vaccination record card or a digital copy to AU host upon arrival on the AU campus, at university owned/managed properties, or at AU-sponsored events held off-campus.

3. **Check non-vaccinated visitors’ PCR tests.** AU host must ensure that all visitors who are unvaccinated because of religious/medical reasons present a negative COVID-19 PCR test result from within 72 hours of the event prior to being admitted to event.

4. **Ensure all attendees wear a face covering.** AU host must ensure compliance with AU requirement that masks be worn in all indoor spaces, consistent with the [University's Health and Safety Directive on Face Coverings](#). Face coverings are required while outdoors when in a group larger than 25 persons.

**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 the Procurement and Contracts Department.

- 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.

Questions

Please direct questions regarding these guidelines as follows:

• AU departments, please email Michael Elmore, melmore@american.edu.

• Recognized student organizations or club sports, please contact your Center for Student Involvement or Recreation Sports advisor.

Be advised that event scheduling guidelines may be revised at any time to meet health and safety needs if case counts in the region or at AU are increasing or if DC Health or the CDC guidelines around COVID-19 change.