

# Spring 2022 Event Planning and Space Reservation Guidelines

updated April 12, 2022

## 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 EMS WebApp, the university's 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
- 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 students, faculty, and staff members. Applies to attendees and any facilitators/performers/coaches/speakers.

**External Guests/Attendees/Visitors:** Persons not currently enrolled or employed by American University. Includes all university nonaffiliates 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 the university's calendar and Ellucian Colleague database, ensuring up-to-date information about people, spaces, and all scheduled activities.



## Roles and Responsibilities

**AU Hosts:** The AU student, faculty, or staff member who serves as 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 who 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 taken within 72 hours.

**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's Health and Safety Directives, including but not limited to *Health and Safety Directive: Mandatory COVID-19 Vaccination* and *Health and Safety Directive: Face Masks*.
- Instructional spaces (prioritized for courses) will be available for event requests only after the Office of the University Registrar completes all course assignments and adjustments.

## Guidelines for Approved Events

- All students, faculty, staff, and visitors must **wear a mask in all indoor spaces**, consistent with the university's Health and Safety Directive on Face Masks. **Masks are required while outdoors when in a group larger than 25 persons.** Individuals are expected to wear N95 or KN95 masks to ensure the highest level of protection. KN95 masks are available to students, faculty, and staff at community distribution points. An updated listing of these locations and hours can be found in [COVID Guide: Mask Distribution at AU](#).
- The AU host must be on-site for the event.
- Catered events must comply with catering guidelines, described below.



## Additional Guidelines for Events with External Guests

AU hosts take the following steps:

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

## Catering Guidelines

- On-campus food that 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](mailto:melmore@american.edu).
- Recognized student organizations or club sports, please contact your Center for Student Involvement or Recreational Sports and Fitness 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.**