Fall 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 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.

**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.

**University Premises:** AU campus, at university-owned/managed properties, or at AU-sponsored events held off campus.

updated
August 15, 2022
Roles and Responsibilities

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

**Attendees:** Any AU faculty, staff, students, and visitors who attend in-person events must comply with all AU policies and guidelines, including all applicable Health and Safety Directives.

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

Key Considerations

- All scheduled AU activities must be reflected in the EMS WebApp system.
- 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) must 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

- While the university is currently operating under a mask optional policy, the university reserves the right to designate any location or activity as requiring face masks under certain circumstances or as conditions change, as is consistent with the university’s Health and Safety Directive on Face Masks. If students, faculty, staff, and visitors choose to wear a mask, or if they become required at any time, it is recommended they 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 ensure that the following steps are taken:

a) Hosts inform event attendees of AU’s Visitor Protocols;
b) Vaccinated visitors must be prepared to present their vaccination record card or a digital copy to the AU host upon arrival on University Premises;
c) Unvaccinated visitors must be prepared to present a negative COVID-19 PCR test result from within 72 hours of the event prior to being admitted to event.

Catering Guidelines

a) Events with food are permitted within the health and safety regulations for food service on campus.
b) Event hosts are responsible to ensure their events are compliant with health and safety regulations for food service on campus.
c) Catered events, where food is provided by a contracted party, are limited to AU Catering or licensed external caterers contracted through the Procurement and Contracts Department. to ensure proper licensing, insurance, and compliance with DC food service regulations.

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 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.