

## **UNC Pembroke's General Guidelines for Student Organization Requests for In-Person Non-Instructional Gatherings**

Beginning Thursday, March 4, 2021 the Campus Engagement and Leadership (CEL) will be accepting request for in-person non-instructional gatherings. All gatherings will continue to follow all CDC, State, and University guidelines and restrictions, to include but not limited to the wearing of masks and other PPE and social distancing of six (6) or more feet between individuals. Due to the evolving nature of restrictions related to the COVID-19 pandemic, these guidelines are subject to change at any time.

Registered student organizations in good standing will be limited to **one** in-person gathering during the Spring 2021 academic semester. Student organizations may resubmit an additional request if their initial request is not approved.

All non-instructional gatherings hosted in-person must abide by the following guidelines:

- UNCP guidelines do not allow for any gatherings to exceed 25 persons for indoor gatherings and 50 persons for outdoor gatherings.
- All reservable spaces, including academic classrooms, have been configured to accommodate for capacity restrictions and social distancing. No tables, chairs, or other furniture shall be moved or rearranged without the express approval of the facility manager.
- Any food provided at a gathering will be provided and served by Sodexo staff to ensure the observance of all COVID-related food safety measures.
- Rooms will be sanitized by University employees between reservations.
- Registered student organizations will be subject to the additional guidelines listed below:
  - All in-person gatherings will be approved using the BraveConnect event submission feature. Campus Engagement and Leadership staff, in consultation with the Campus Gatherings Request Committee, will review all event submissions. The student organization president and advisor will be notified about the committee decision within three (3) business days. Once approval is granted, the approved facility/space must be reserved via FRS by an approved student representative or advisor.
  - The on-campus advisor of the organization must be present from the start time of the event to the conclusion of the event. If the advisor is not available, another full-time faculty or staff member must be present. This faculty or staff member must be accurately included in the BraveConnect event submission. This individual(s) will be counted toward the maximum capacity for the space.
  - Gathering host(s) must provide appropriate personal protective equipment (PPE) as necessitated by the details of the event plan. Failure to include a plan for PPE provisions will likely result in the denial of the event request submission.

- To allow for proper contact tracing, the names of persons in attendance for these gatherings must be uploaded as part of the initial request and confirmed via BraveConnect within three (3) business days after the gathering.
- Groups and organizations found in violation of these guidelines risk losing their status as a recognized student organization for the remainder of the semester. Egregious violations may result in additional action, including but not limited to, a review by Student Conduct or being placed on frozen status.

Once a request has been granted, the organization president and faculty/staff advisor will be required to schedule a meeting with Campus Engagement and Leadership to discuss logistics.

Exemptions to these Guidelines will be reviewed by the Vice Chancellor of Student Affairs, or a designee. All requests must be submitted at least five (5) business days prior to the event.

Virtual gatherings are still encouraged as the safest alternative to in-person meetings. Please review Campus Engagement and Leadership's [Covid-19 Student Engagement and Management Guide](#) for best practices and recommendations to minimize spread while maximizing engagement.