

Event Policy and Exception Protocol
Fall 2020
Approved July 28, 2020

Definitions:

- **Meetings:** 25 people or less * who are conducting university-related business, held on campus and include only UW-Whitewater students, faculty, and staff. Meetings are held on either campus or the Community Engagement Center. Meetings that have nonaffiliated attendees are considered events.
- **Gatherings:** 25 people or less * who are social in purpose and are permitted on either campus or the Community Engagement Center.
- **Events:** 25 people or more* and may include UW-Whitewater nonaffiliated attendees
 - **Indoor Events:** Any indoor event over 25 people* must follow the Event Exception Protocol.
 - **Outdoor Events:** Any outdoor event outside the parameters below must follow the Event Exception Protocol.
 - Outdoor events that have permanent seating structures will be limited to 30% of their overall seating capacity. In these spaces, there will be no “standing room” participants.
 - All other outside activities will be limited to 75 participants.
 - Event staff are included in total attendance (Example: 8 participants + 2 event staff = 10 total attendees).

*As the university determines the maximum number of attendees based on the current status of COVID-19, this number may be adjusted upon further risk assessment.

Guiding Principles:

- Virtual functions are encouraged when possible.
- Academic classes are excluded from this policy.
- Any meeting, gathering, or event on either campus and the Community Engagement Center must follow university policies as described in the [Warhawks Return Plan](#).
- Reservable campus spaces may not be readily available during Fall 2020 semester due to spaces being repurposed. University-affiliated (supported/sponsored) events should be prioritized over noncampus functions (nonaffiliated requests). This is imperative as limited event space will be available due to reconfiguration/capacities and classroom needs of campus.
- Maximum space capacities will be listed on the [Warhawks Return website](#).
- Attendance records are required to be maintained for all meetings, gatherings, and events.
- Failure to comply with capacity and university practices will potentially result in:
 - Loss of access to future use of facilities
 - Staff: Reported to supervisor for non-compliance
 - Student: Reported to appropriate student conduct process

Event Exception Protocol:

- **Event Exception Form:**
 - [The Exception Request Form](#)
 - Required for events requesting attendance to be greater than 25 people.
 - Must be submitted no later than ten days prior to the event-taking place.
 - Event Exception requests will be reviewed based on risk assessment related to maximum attendance, space limitations, health and safety management, public health trends and other event related needs.
- **Event Exception Review Committee:**
 - The Exception Review Committee includes representatives from the following campus areas:
 - University Center, Police, Career and Leadership Development, Athletics, Housing, Whitewater Student Government, Continuing Education Services, Academic Affairs, Risk Management, Community Engagement Center and UW-Whitewater at Rock County.

This policy goes into effect, August 1, 2020.