

Event Policy and Exception Protocol  
Approved July 28, 2020

**Any meeting, gathering, or event on either campus and the Community Engagement Center must follow university policies as described in the [Warhawks Return Plan](#).**

**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:** Please note, as is the case with indoor meetings, gatherings and events, outdoor events also require following [Warhawk Return practices](#), including continuous social distancing or face coverings. 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 25 participants
  - Event staff are included in total attendance (Example: 20 participants + 5 event staff = 25 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. COVID-19 room capacities may limit further.

**Guiding Principles:**

- Virtual functions are encouraged when possible.
- Academic classes are excluded from this policy.
- All organized activities (Athletics, Club Sports, Greek Chapters, Intramurals, Student Organizations, Spirit Program, etc.) must comply with the Event Policy and Exception Protocol, regardless of whether events are occurring on or off the campuses.
- 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 are listed on the [Room Reservations 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

**Exception Protocol:**

- **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.
    - This process may be used to request exceptions to the Event Policy or the [Warhawks Return Practices](#).
  - 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.
  - There is no appeal process to the decisions of the Exception Review Committee.
- **Exception Review Committee:**
  - The Exception Review Committee includes representatives from the following campus areas:
    - Student Affairs (UHCS), Academic Affairs, Administrative Affairs (Police), Athletics, Advancement, Students, and UW-Whitewater at Rock County.

This policy goes into effect, August 1, 2020.

**Updated Feb. 5, 2020.**