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 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:
o **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.

o **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 Aug. 27, 2020.*