

# Spring 2022 Event Planning and Space Reservation Guidelines

*updated April 12, 2022*

## 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

## Roles and Responsibilities

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

**Attendees:** All AU faculty, staff, students, and visitors who attend in-person events must be fully vaccinated. Visitors unvaccinated because of medical/religious reasons must present negative result of a COVID-19 PCR test taken within 72 hours.

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

## Additional Guidelines for Events with External Guests

AU hosts take the following steps:

- Check visitors' proof of vaccination. Visitors must present their vaccination record card or a digital copy to the AU host upon arrival on the AU campus, at university-owned/managed properties, or at AU-sponsored events held on campus.
- Check non-vaccinated visitors' PCR tests. AU host must ensure that all visitors who are unvaccinated because of religious/medical reasons present a negative COVID-19 PCR test result from within 72 hours of the event prior to being admitted to event.

## Catering Guidelines

- On-campus food that is served/made available to an invited or casual audience must be contracted through AU Catering or a licensed external caterer contracted through the Procurement and Contracts Department.
- Seated meals, receptions, buffets, food trucks, and the like must be contracted as specified above to ensure proper licensing, insurance, and compliance with DC food service regulations.
- These guidelines apply to any catered event held on AU property, regardless of the source of payment.
- Event hosts are responsible to ensure food vendors conform to health and safety regulations for food service on campus.

## Questions present a

---