



3.1.002 Student Gatherings

Subject	Student Gatherings
Effective Date	August 26, 2020
Revision Date	N/A
Approvals	Student Government Association (SGA)
Responsible Office	For questions, contact Campus Life campuslife@msoe.edu .
Owner/Creator(s)	Campus Life

I. PURPOSE and SCOPE

As a result of MSOE's COVID-19 response, Campus Life has established new guidelines for student gatherings (student organizations, student clubs, Greek Life, off-campus events not sanctioned by the University.) A gathering is any university sanctioned/sponsored event or activity as well as any non-university sanctioned event where students may assemble together. Guidelines have been updated for the Fall 2020 term and will continually be updated.

Campus Life will continue to provide guidance and resources to help students and student orgs engage and connect with the campus community.

II. DEFINITIONS:

Element	Definition
None	

III. POLICY STATEMENT

Students must submit an event request and/or safety plan ten business days prior to event. All requests and safety plans will need to be approved by Campus Life staff. Room capacity and availability will be limited due to physical distancing, sanitization requirements, and other safety precautions.

Student Orgs, clubs and Greek Life leadership are expected to know and abide by the [Raider Responsibility Pledge](#).

IV. PROCEDURE

A. Student Gathering Guidelines

- All on-campus and off-campus gatherings must comply with local health department orders as well as official university policies and expectations to include physical distancing, wearing masks/facial coverings and ensuring the gathering has the appropriate and allowed number of attendees per health department guidelines. Students found in violation of the gatherings policy will be subject to discipline of the student code of conduct from the Office of the Dean of Students and face sanctions up to and including suspension and expulsion.
- University sanctioned or sponsored student social events with alcohol, whether on- or off-campus, are not permitted.
- Attending, participating in or otherwise supporting, and/or concealing a gathering that violates the policy may also result in suspension or expulsion for a first offense.
- All meetings that can effectively be done virtually should be held virtually to decrease potential exposure and increase safety.
- All in-person gatherings require approval from Campus Life (in-person gatherings will be restricted in size in accordance with CDC recommendations and space capacity).
- Organizations requesting in-person gatherings will be required to submit a safety plan that outlines safety measures. Approval will be determined on a case by case basis.
- Face coverings must be worn, and physical distancing must be observed during in-person gatherings on and off campus.
- Guest speakers, lecturers, and non-MSOE students are not allowed to attend or participate in in-person gatherings.
- Handouts, giveaways, and freebies are discouraged. If handouts are provided, precautionary steps must be taken to ensure recipients do not congregate to receive the items.
- All food services must go through American Dining Creation (ADC), MSOE's exclusive food service provider.
- Additional hygiene and sanitization processes may be required based on the event information

- Student events off campus must adhere to the student organization guidelines and must receive prior approval from the Office of Campus Life.

B. Areas of Campus to Host In-person Gatherings

- Diercks Hall Auditorium (capacity 32)
- Student Org Conference Room (capacity 10)
- Diercks Hall Atrium (capacity 32)
- Todd Wehr Auditorium (capacity 25)
- Athletic Field (capacity 200)

C. Consequences for not Following Guidelines

- Cancellation of event
- Restriction of privileges to reserve space on campus for future events
- Restriction on receiving funds for future events
- Referral to Office of the Dean of Students for violations of the Student Code of Conduct

V. ASSOCIATED LEGISLATION/REGULATIONS/ACCREDITATION STANDARD

[CDC Coronavirus COVID-19 Guidelines](#)

VI. LIFECYCLE

Reviewed annually or as needed

VII. APPENDICES

None

This section to be completed by the Records Manager		
Related Policies		
Date Due for Review	August 2021	
Public Location(s)	MSOE Policy Library/linked to MSOE.edu	
Record Manager	Dr. Melodie Fox, Coordinator of Academic Documents & Publications	
University Archivist	Denise Gergetz, Librarian	
Version History		
Date approved	Amendment Summary	Date(s) cross locations updated and past version provided to University Archivist
Campus Life: August 26, 2020	Initial approval	N/A