

Last updated: September 13, 2021

COVID-19 Student Organization In-Person Reservations Protocol

Fall Semester 2021

Student health and safety remains a primary concern for the La Salle University community. As such, the following requirements must be observed by all La Salle affiliated student organizations:

- All in-person activities must abide by State, City, and La Salle University COVID-19 guidelines, restrictions and limitations.
- The university may have to cancel previously approved in-person events due to changing guidelines, restrictions, and limitations, and all groups are expected to comply in a swift and thorough manner with the cancellation or cessation of activities.
- All executive board and general body meetings should be held virtually. Exceptions will be approved on a case-by-case basis.
- **Student organizations may make reservations for in-person programming/events/tables. However, the following guidelines must be followed:**
 - All reservations must go through EMS or Kyra Spoto, Director of Union Services, at spotok@lasalle.edu
 - ANY event, meeting, etc. that will include the distribution of any type of **food** must be pre-authorized by the Campus Activities Center and the Covid-19 response team prior to making the space reservation
 - ANY event, meeting, etc. that will have an anticipated number of **50 individuals or more** present must be pre-authorized by the Campus Activities Center and the Covid-19 response team prior to making the space reservation
 - *Each organization is responsible for tracking attendance of all those physically present in Presence within 12 hours of the conclusion of the event for required contract tracing purposes.* Any student organization that does not have attendance uploaded within that time frame will lose the privilege of reserving any future in-person events. If the organization is unable to upload to Presence within that timeframe they should email attendance to utt@lasalle.edu with an explanation of your Presence issue
 - *Only* currently affiliated members of the La Salle community (students, staff, faculty, immediate family, and alums) may attend and must be included in attendance records for the purposes of required contact tracing

Additional Guidelines and Information:

- Any programs that include food that are approved will have that approval contingent upon the COVID-19 protocols and requirements identified by the Campus Activities Center staff in the review process. As all programs are unique, the requirements for hosting the program will be unique to that specific event.
- To begin the approval process for an in-person program that includes food or 50+ present:
 - Please submit an information request via the Campus Activities Center Website at least two weeks in advance of the date of the program. <https://www.lasalle.edu/campus-activities/contact-us/>
- To begin the approval process for any Fund-Raising request (in-person or virtual):
 - Please submit a Fund-Raising Request Form via the Campus Activities Center website at least two weeks in advance. <https://www.lasalle.edu/campus-activities/fund-raising-request-form/>
- Additional programming protocols are still in place. While in-person program/fundraising approval requires a minimum of two weeks processing, if the event requires contracts, etc. it will take longer. **It could take 6+ weeks.** Please programming resources here for more information: <https://www.lasalle.edu/campus-activities/funding-board/>