



Student Organization Responsibilities for Meetings, Events and Mass Gatherings

The purpose of this document is to provide additional guidance and information for student organizations about holding campus events. The university has established guidance for [Meetings, Events and Mass Gatherings](#) which all student organization leaders should review in detail.

It is recommended that student organizations explore online options for their events and meetings instead of in-person. Student organization may visit [Longhorn Connection](#) for virtual event ideas and our [Education and Training page](#) for workshops and resources as you continue to transition to virtual operations. If your organization needs assistance transitioning to virtual operations, email studentactivities@austin.utexas.edu.

Important Information Regarding Campus Events

A **campus event** is defined as an in-person gathering taking place on the UT Austin campus that is not part of an academic course published in the UT course schedule. Campus events include indoor and outdoor gatherings, conferences, meetings, co-curricular and extra-curricular programs.

Safety Guidance for All Campus Events

All campus events no matter the size and location must adhere to university safety guidance:

- Maintaining [social distancing](#) of at least six feet
- Wearing [recommended protective face masks](#)
- Using [hand sanitizers and handwashing](#) to manage hygiene

Campus Event Request Process and Participant Sizes

Campus events are currently **limited to 10 participants**. Student organizations should follow established event request process for [general purpose classrooms](#) and [outdoor spaces](#) or as indicated by other Managed Venues (i.e. [RecSports Facilities](#), [Texas Union](#), and [William C. Powers, Jr. Student Activity Center](#)).

Exceptions to participant size include:

- 11-99 Participants: Student organization campus events with an expected attendance of 11-99 participants should contact Director of Student Activities Cheryl Le Gras, cheryl.legras@austin.utexas.edu, for approval and to arrange for Dean's Squad Public Health Ambassadors to attend and support the event.
 - If approved, attendees must be broken into separate pods of no more than 10 people.
- 100+ Participants: For large gatherings of 100 or more participants, student organizations should must follow the Mass Gather Approval Request or Managed Venue process detailed in the university's [Meetings, Events and Mass Gatherings](#) guide for approval.

Pre-Event Planning

- Evaluate if hosting a campus event is essential. If not, go virtual.
- Use of outdoor space is recommended when possible no matter the expected participant attendance.
- For General Purpose Classrooms:
 - Capacity limits cannot exceed 40%.
 - Events can only occur Monday - Saturday between 8 a.m. and 8 p.m. No Sunday Events.
 - Food and drinks are prohibited in all classrooms.
- For Managed Venues:
 - Capacity limits will be determined according to the nature of the event, setup of the venue, risk factors for attendees, and physical characteristics of the venue.
 - Be aware of modified building hours and food policies
- When possible, complete an event consultation with reservation staff at least 14 days in advance, unless otherwise directed.
- Limit the duration of the event and number of attendees.
- Review additional policies and procedures for the space being reserved.
- Send communication to all event participants ahead of time with the event protocols:
 - Encourage not to attend if they are sick or high risk and to attend virtually.
 - Clearly explain expected hygiene during the event and expectations for social distancing.
 - Discuss cleaning procedures before, during and after the event.
 - Inform them that the event could be canceled last minute and that they should consider making contingency plans.

During Event

- Event check-in is **required** at all campus events. Student organizations must register their events in [HornsLink](#) and can use the [HornsLink Events Check-in App](#) to track attendance.
- Ensure all attendees adhere to [recommended protective face mask guidance](#). Recommended protective face masks are mandatory inside university buildings, and recommended outdoors.
- Event planners should prepare to provide face coverings for participants who do not bring their own.
- Individuals feeling unwell or experiencing any respiratory symptoms should not participate in the activity.
- Organizers have the discretion to ask attendees with respiratory symptoms to leave the event.
- Ensure capacity limits, social distancing, wearing of recommended protective masks and hand hygiene are maintained throughout the event.
- Room layouts are prearranged to maintain distancing. They **cannot** be rearranged.
- Healthyhorns materials should be displayed within the immediate activity space and at the closest hand-washing station. Additionally, an education slide should be shown or provided at every meeting. Materials can be found on healthyhorns.utexas.edu/coronavirus.

Information for Off-Campus Events

Students are Texas residents and are responsible for following all local, city and state laws. Stay up to date with current City of Austin [Stay Home Save Lives Order](#) and [Governor's Orders](#). While the orders and guidelines will continue to evolve, social gatherings and events of any size should be avoided or minimized.

Sponsored Student Organizations must request approval from their sponsoring department dean or director before hosting an event.

Student Organization Campus Event Questions

What if someone displays symptoms before, during or after a campus event?

Individuals feeling unwell or experiencing any [symptoms](#) should not participate in the activity. Organizers have the discretion to ask attendees with symptoms to leave the event. In all cases, individuals should immediately begin isolation and seek medical care.

- UT students can contact the UHS 24-hour Nurse Advice Line at 512-475-6877 for advice about how to get medical care. If they have UT Select health insurance, they may also call 24/7 Nurse line provided by Blue Cross Blue Shield at 888-315-9473.
- Non-students should contact their primary care physician.

What if someone shows up to a campus event without a mask?

When possible, student organizations are encouraged to bring extra face masks to their campus events. Should someone show up without one, then one can be provided. If an extra mask is not available, the individual should politely be asked to leave and return if/when they have secured one.

What if someone is high risk? Can they attend a campus event?

Individuals who are in a high-risk population are encouraged to not participate. Reasonable accommodations should be made for people who cannot participate in the activity because they are in a high-risk population. This includes providing online formats to attend the event. Find more information about [People at Risk for Serious Illness from COVID-19 from the CDC](#).

What if I have general questions about hosting a campus event?

Contact Student Activities at 512-471-3065 to schedule an appointment with a staff member.

Where can I learn about updated university operations for the fall and COVID-19 resources?

Please visit [Protect Texas Together](#) and the university's [COVID-19 site](#) for campus operations and COVID-19 information and resources.