Student Organization Responsibilities for Campus Events

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 Occupancy and Events which all student organization leaders should review in detail.

Student organization leaders can visit Student Activities for reservation procedures and organization management resources. For questions, 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.

Recommendations for Campus Events

- **University masking guidance** should be followed at all events.
- For gatherings of any size, remind attendees if they have any COVID-19 symptoms, including any respiratory symptoms or are feeling unwell in any way, they should not attend the meeting or event.
- For gatherings and events of any size, post signage regarding symptoms of COVID-19 with instructions not to attend the event if symptoms are present.
- Remind attendees to notify event organizers should they become diagnosed with COVID-19 within 10 days of attending an event and to cooperate with contract tracing efforts. Attendees who are members of the UT community can report their positive test using the self-report form. If a student organization learns of a guest who tests positive within 10 days of the event, the organization should report it to University Health Services.
- Attendees should practice appropriate hand hygiene and respiratory etiquette (e.g., easy access to restroom facilities with sinks and/or alcohol-based sanitizer, display the Healthyhorns respiratory precautions flyer in the meeting or event space, etc.). Additional prevention guidance can be found on the Healthyhorns website.
- If an attendance record is not otherwise kept, student organizations should create a roster of the meeting or event (when possible) that includes names and contact information and remit the roster to UT Health Austin via this form for potential public health use only—rosters created for public health purposes do not need to be kept by student organizations, will be handled by UT Health Austin as public health records, and will be retained only as long as public health needs require.
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. 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 and/or testing.
  • UT staff and faculty should report symptoms to Occupational Health Program.

Can Student Organizations ask someone to wear a mask?

Face masks are strongly recommended inside university buildings, but optional.

Can Student Organizations require additional safety protocols for meetings or events?

Student Organizations are limited to the parameters of university guidance and cannot require masks, social distancing, negative test results or proof of vaccination for events held on campus.

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

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

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

Please visit Protect Texas Together for campus operations and COVID-19 information and resources.