



STUDENT ORG EVENT GUIDELINES SPRING 2021

Due to high number of COVID-19 cases and hospitalizations, there are modified events guidelines issued by the City guidelines and TTU, effective January 11, 2021.

TTU student groups can still host events on-campus and off-campus, both inside and outside. All events taking place indoors, both on-campus and off-campus, must not exceed 50 people, and must not exceed 50% of the room capacity while maintaining a six feet distance at all times. To host an event, you must receive written approval from the Director of Center for Campus Life, Kimberly Thornton, at Kimberly.thornton@ttu.edu.

For outdoor events on-campus and within city limits, the number of people attending the event cannot exceed 10 people to include tailgating.

All outdoor on-campus events must still be approved by the [TTU Grounds Use committee](#).

All outdoor off-campus events must still be approved by the Director of Center for Campus Life, Kimberly Thornton, at Kimberly.thornton@ttu.edu.

Outdoor events outside of city limits must not exceed 50 people and must receive written approval from the Director of Center for Campus Life, Kimberly Thornton, at Kimberly.thornton@ttu.edu.

For all Events On-Campus or Off-Campus, Inside or Outside:

As mandated by the state of Texas, **masks are required for all indoor events and at outdoor events where a six feet social distance between participants cannot be maintained at all times.** However, the CDC recommends that masks be worn at all times, indoors and outdoors, when around people not in the same household. Masks are not a substitute for the six feet social distancing recommendation, but an additional precaution.

All students, staff and faculty feeling sick should stay home instead of attending a student organization meeting or gathering.

All participants, including the event organizations, should complete the Quick Assessment online at <https://www.ttu.edu/commitment/testing/>, with entrance denied to those who receive a yellow or red designation on the three item questionnaire.

Event organizers should have a supply of extra masks on hand for guests who forget their own. Student groups must provide hand sanitizer or hand-washing stations. Do not have overcrowded areas or clusters of people. Enforce physical distancing. Event setup must be arranged with appropriate social distancing (at least six feet) between attendees, including chairs in rows or around tables.



Food, to include pre-packaged and grab and go, is not permitted at any on-campus event. For an off-campus event, pre-packaged and/or grab and go food cannot not purchased using TTU College or departmental funds; however, it can be purchased using club dues or fundraising funds. Attendees must be at least six feet apart while eating or drinking.

Use [TechConnect](#), [SignUpGenius](#) or another online reservation system to have attendees register to attend.

This is an evolving situation. The guidance included in this document is adapted from recommended practices and will be updated as additional information becomes available from the Centers for Diseases Control and Prevention (CDC), the state, and Texas Tech University, especially in the areas of capacity and attendance limits.

Try and host events and meetings virtually, if possible. Check out the [Student Involvement Virtual Tips & Resources](#) online on the [Center for Campus Life Website](#).

For more information, please do not hesitate to contact the Director of Center for Campus Life, Kimberly Thornton, at Kimberly.thornton@ttu.edu or check out the [Center for Campus Life website](#).

For the complete Campus Event Guidelines, please click [here](#).