



ON -CAMPUS STUDENT ORG EVENT GUIDELINES SUMMER 2021

(Updated 4.7.21)

As of May 1st, all events taking place **inside on-campus** cannot exceed 75% of the room capacity. If the event will not exceed 75% of the room capacity, no approval by Kimberly Thornton is needed. Attendees must still maintain a three feet distance from one another and wear masks.

If a student org would like to hold a meeting with more than 75% of the room capacity on-campus, a special request must be made to the Director of Center for Campus Life, Kimberly Thornton, at Kimberly.thornton@ttu.edu.

For **outdoor events on-campus**, the number of people attending the event cannot exceed 250 people, to include tailgating.

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

For all Events On-Campus, Inside or Outside:

Masks are required for all indoor events and at outdoor events where a three 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 and not everyone is not vaccinated. Masks are not a substitute for the three 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 three feet) between attendees, including chairs in rows or around tables.

Food is now allowed on campus without requesting special approval. Pre-packaged food is encouraged for on-campus events. Plated dinners and buffets are allowed but masked waitstaff must serve the food.

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



Center for Campus Life

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](#).

We are encouraging all off-campus events to follow all CDC guidelines, City of Lubbock recommendations and these On-Campus Student Org Event guidelines.

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](#).