

UNCW General Guidelines for Activities, Events, Meetings, and all other Non-Course Instruction Gatherings

Guiding Principles

The University priority is core academic functions with an emphasis on course instruction, student success events, and research. The University will follow the general philosophy of density reduction on campus for all other requests in order to protect the safety of students, faculty, staff, and the entire community.

Classrooms and meeting spaces are set with 6-foot social distancing guidelines enforced and a maximum capacity of 50 students in a classroom. All other reservations for the use of campus space is subject to the most recent North Carolina Governor's Executive Order and COVID-19 Phase measures (currently restricted to 10 indoor/25 outdoor participants). Campus services are not considered events/activities/meetings. As such they are not limited to the Governor's Phase orders.

All meeting and event organizers are encouraged to plan for hybrid or virtual delivery whenever planning for event sizes above the current North Carolina Phase measures. In general, on-campus events will be restricted to members of the campus community. In-person student activities are restricted to student participants only. External event reservations and campus space use is highly discouraged in all campus venues, and any request is subject to review by the Exception Review Committee. All meetings, events, and activities that would include **external attendees** should be planned as virtual delivery or hybrid (with virtual for external participants).

Requests for exceptions to these guidelines must be made in writing to the Exception Review Committee by emailing **this form** to Space Planning & Management (space@uncw.edu) for events in academic facilities or Campus Life (CLReservations@uncw.edu) for all other spaces at least two weeks in advance of the event. Some blanket exceptions for certain university functions will be determined by the Exception Review Committee. These exceptions require the UNCW Chancellor's approval.

Guidelines

The following guidelines are provided as an overview of the University's approach to campus events and activities for the Fall 2020 semester. These guidelines are subject to change based on current health and safety considerations:

- Activity capacity will follow the North Carolina Governor's Executive Order for indoor and outdoor gatherings. Currently that capacity is 10 for indoor events and 25 for outdoor events while the state is in Phase 2.
 - o Classroom instruction for credit-bearing courses has a max capacity of 50 students.

- Activities are restricted to members of the campus community. External visitors are not permitted without an exception.
- Limited indoor space will be provided for campus events and activities. This is to permit the maximum cleaning protocols to occur when rooms are not being used for instruction and to further de-densify campus.
 - o Reservations must be made through EMS, the [Campus Reservations](#) System (CRS) system for any campus activity.
 - o Capacities and locations will be available through the CRS.
- Depending upon the location of the event, additional restrictions for evening and weekend activities may be in place.
 - o These restrictions are to ensure proper cleaning protocols can be implemented to support academic instruction.
 - o Details on these restrictions can be found when booking events in the CRS and through contacting Space Planning & Management or Campus Life, but may include:
 - Campus Life Space – limited evening and weekend options for activities
 - Academic Space – limited evening options for activities; no weekend activities permitted.
 - Other space – limitations to be determined based on activity.
- Food items at indoor events is strongly discouraged.
 - o Pre-packaged, single-serve food is recommended when food is required.
- Adherence to social distancing recommendations and the use of face coverings is required.
 - o This includes adherence to the maximum capacities for room locations and campus events.
 - o Violations of this policy may result in temporary loss of space privileges.

Exception Review Committee

Members of the Exception Review Committee include the following university leaders:

Provost Jamie Winebrake
Vice Chancellor Miles Lackey
Vice Chancellor Eddie Stuart
Vice Chancellor Brian Victor
Chief of Staff Bradley Ballou
General Counsel John P. Scherer II
Athletic Director Jimmy Bass

This group will review requests for exception and forward any for approval to the UNCW Chancellor. Criteria to be used for exceptions will be determined by the Exception Review Committee, with appropriate input from student, staff, and faculty governance groups. The Exception Review Committee may also consult with these governance groups for input in its decision making, as appropriate.