

## Temporary Event Guidelines for COVID-19 Restrictions

Due to COVID-19 guidelines that are currently impacting social gatherings, Event Services highly recommends considering alternative options when scheduling your event at UVU. Alternative options could include virtual, pre-recorded, livestreaming, or smaller events that can occur more frequently over time. Should you decide to schedule your event on campus, please consider the following:

- All scheduling requests require approval from the appropriate divisional first-level executive (i.e., AVP or dean).
- Requested spaces are subject to availability (event spaces are also being used for academic classes for the 2020-2021 school year, which have priority scheduling).
- Each event requester must fill out the Event Planning Template and turn it in to Events Services before an event can take place (University staff/department meetings or UVU business related activities do not require this form). ([https://coronavirusdownload.utah.gov/business/Yellow/COVID\\_19\\_Event\\_Planning\\_Template.pdf](https://coronavirusdownload.utah.gov/business/Yellow/COVID_19_Event_Planning_Template.pdf)). If you are unsure whether or not your event needs this form, contact Event Services for clarification.
- For regular department meetings, keep the group to no more than 10 employees in a face-to-face setting, while maintaining social distancing. Utilize Microsoft Teams for meetings as much as possible, even when employees are working on campus. For other types of events, please see the chart below for room capacity limits.
- No atrium fairs or hallway tables are available. Critical COVID-related exceptions can be approved by a vice president.
- No buffets are allowed, and UVU has reduced catering options (contact [Catering Services](#) for more information).
- UVU may cancel an event with as little as 24-hour notice due to COVID-19 restrictions or academic need.
- Events in the Ragan Theater require ticketing to ensure social distancing between seats.
- All event attendees may be asked to sign a release of liability waiver.
- Additional staff from your department or organization will be needed to monitor room usage if your event occupies more than one room.

### Room capacity

Temporary room capacities are updated to adhere to the [State of Utah](#) guidelines, and those guidelines will be enforced. Event coordinators will receive the following information:

Location	Round Table Capacity	Chair-Only Capacity
SC Grand Ballroom	45 rounds of 3 (135 seats)	170 seats with chairs 6 feet apart
SC 206 A, B, or C	6 rounds of 3 (18 seats)	5 rows of 4 chairs each (20 people (max))
SC 213 A or B	4 rounds of 3 (12 seats)	4 rows of 4 chairs each (16 people max)
SC 206 G/H	Not available	Standard set — remove chairs to fit only 10 people

SC Ragan Theater	Not available	160-person capacity — seated every other row, dependent on household groups
CB 510	6 rounds of 3-18 seats	7 rows of 5 chairs each (35 people max)
CB 511	10 rounds of 3-30 seats	7 rows of 8 chairs each (56 people max)
FL Lakeview Room	10 rounds of 3-30 seats	4 rows of 12 chairs (48 people max)
FL Timpanogos Room	3 rounds of 3 (9 seats)	3 rows of 4 chairs each (12 people max)
FL 120 Lecture Hall	Not available	60-person capacity (seated every other row)
FL Bingham Gallery	8 rounds of 3 (24 seats)	N/A

### Safety guidelines

- Event Services is not responsible for enforcing social distancing guidelines. Each event coordinator will be responsible for enforcing guidelines at their event.
- Temporary capacity signs will be posted in each venue as per social distancing guidelines.
- Event Services will wipe down and sanitize all tables, chairs, and A/V equipment before and after each event. This will require additional setup and takedown time between events.
- No external events will be hosted during the fall 2020 and spring 2021 semester, only events sponsored and co-sponsored by UVU. Organizers of co-sponsored events may be asked to sign contracts and have attendees sign waivers.

### Communication

Each event coordinator — the individual responsible for their event details and who will attend the event to monitor social distancing — will receive the following email:

Due to concerns related to COVID-19 and the updated [UVU](#) and [State of Utah guidelines](#), all events held at Utah Valley University are subject to change or may be cancelled with as little as 24-hour notice. Room capacities at all event locations are temporarily reduced to comply with regulations until further notice. As the event coordinator, you are responsible for the following:

- Ensuring that a 6-foot distance is maintained between household groups at all times, including while seated.
- Asking participants to wear a mask or other facial covering, while also maintaining social distancing.
- Not rearranging or adding seating to the room setup. Capacity is set according to social distancing guidelines.
- Having a backup plan in place if your event must be cancelled or moved due to last-minute guideline changes.

Thank you for your understanding and flexibility. Please note that even when the state moves to the “smart green” risk phase, precautions and temporary guidelines will be in place. If you have any questions or concerns, please contact your event scheduler in Event Services.