



Washington College Event Policy
(last updated: Tuesday, November 30, 2020)

Policy Purpose

- To provide guidance in the planning, organizing, approval, and delivering of events at Washington College
- To maintain a culture of community, respect, and safety with regards to event planning and execution

Definition of an event

An event on Washington College's campus is defined as any activity held on College property that is not formally included as part of the curriculum. This includes, but is not limited to: meetings, student activities, demonstrations, vigils, performances (music, theatre, dance, other) and associated rehearsals for those performances, athletic contests, ceremonies, alumni activities, lectures, conferences, dinners, receptions.

Reserving space for events

All events that are to take place in public spaces (any space that is not a private dorm room or office, including outdoor spaces) must be reserved with the appropriate office or department prior to the event taking place. There are no exceptions to this rule.

The schedule for the use of all College classrooms for academic course purposes during the academic year is maintained by the Office of the Registrar. Arrangements for academic courses should be made through that office. This includes requests such as special class sessions, review sessions, and extra time for mid-semester exams but does not include public events.

With a handful of exceptions, spaces for public and private events that are not related to academic courses are reserved by the Campus Events Office within the Office of the President. The Campus Events Office also assists event hosts in coordinating resources for their events. Please visit the [Campus Events webpage](#) for procedures on reserving event space on campus.

All external groups (those outside of our own college community) that want to rent space on campus, must make arrangements through the Office of Conference Services.

All student-run events held on campus must be approved by the Office of Student Engagement prior to the event being scheduled or promoted and must adhere to all student-run event policies.

All event requests will be considered on a first come, first served basis.

Publicity for events

No publicity for any event may be released or posted before the request for space has been approved and reservations for facilities have been finalized. When media coverage is solicited by the sponsoring entity, that entity must first inform the Senior Director of Strategic Communications. Publicity for student events must comply with any policies published in the Student Handbook or by the Office of Student Engagement.

Protests and Demonstrations

Washington College acknowledges and supports the rights of individuals to protest and demonstrate peacefully and in an orderly fashion on campus. Any student or employee of Washington College wishing to attract attention to specific causes and/or to express grievances may do so provided they do not infringe on the rights of others, disrupt the normal operations of the College, or disrupt previously scheduled events on campus.

All individuals wishing to hold a demonstration or protest should register the event through the normal event registration process and are also encouraged to alert an appropriate school official, such as a club advisor, a faculty member, a supervisor, the Office of Campus Events, etc. in advance of the event. Having advance knowledge allows the College to support a safe event.

The Office of Public Safety shall be present at all demonstrations and protests to protect the rights of those demonstrating/protesting and to ensure a safe environment.

The College will intervene in the conduct of protests and demonstrations when others are deprived of their rights or when operations of the College are disrupted. Students who violate the Washington College Honor Code during a demonstration or protest may be subject to disciplinary action under the student conduct system. Instances of employee violations of College policy during a demonstration or protest will be handled through the appropriate employee conduct process.

Event Review Committee

The Director of Student Engagement, the Director of Campus Events, and the Director of Conference Services comprise the Event Review Committee and are charged with reviewing and approving or denying any event request or scheduled event.

Events on campus may not disrupt normal College activities, create unsafe conditions, or infringe on the rights of others.

Addendum: Event Policies and Procedures beginning in the Spring 2021 Semester

(Last updated: November 30, 2020)

Purpose of Event Policy Addendum

- To ensure to the best of our ability the safety of everyone on campus – students, faculty, staff – during the COVID-19 pandemic.
- To provide protocols that will support a successful and lasting return to campus.

All policies, restrictions, and procedures outlined in this addendum to the Washington College Event Policy should be considered additions to existing policies and procedures with the exception of the event review committee. Until further notice, all on-campus events will be approved by a subcommittee of the Contingency Planning Group – the Events Working Group – made up of the following Washington College employees:

(Chair) Gina Ralston – Director of Campus Events

Matt An – Director of Sports Medicine

Coleen Beddick – Director of Admissions Events & Volunteers

Elaine Grant – Director of Conference Services

Carol Landis – Assistant Director of Campus Events

Larry Stahl – Technical Director, Gibson Center for the Arts

Candace Wannamaker – Associate VP for Student Affairs

The Events Working Group will use the criteria and regulations established in this document to evaluate the necessity and safety of all proposed events.

All regulations and restrictions are subject to change at any time due to changes in regulations and restrictions put in place by the Governor of Maryland, the Maryland Department of Public Health, and/or the Kent Count Department of Public Health.

To secure approval for an in-person event, event organizers must submit the appropriate reservation form, which can be found on the [Campus Events event planning webpage](#). This must be done regardless of the space the event organizer hopes to reserve for their event.

Alert Levels

The Washington College Contingency Planning Group has developed indicators to inform and drive re-opening decisions and determine campus operations. The four alert levels that dictate how the Washington College campus operates at any given time are:

Green – Lowest risk, modified operations

Yellow – Increased risk, modified operations

Orange – High risk, reduced operations

Red – Highest risk, restricted operations

Policies and protocols for events and activities have been developed to coincide with these alert levels, as described below.

Please note that all in-person events are subject to last minute postponement or cancellation due to changes in the College's operations as a result of a shift in the alert level (yellow to orange, or orange to red) or at the discretion of the Events Working Group or the Contingency Planning Group. As part of the planning process, event organizers are encouraged to develop a "rain plan" for in-person events should the campus alert level shift to a level that allows few or no in-person events.

Green (lowest risk) & Yellow (increased risk)

All scheduled campus events and group activities that can be conducted virtually should be conducted virtually. This includes regularly-scheduled committee meetings, student organization meetings, group trainings, workshops, lectures, panels, and social events.

Selected curricular and student engagement activities requiring in-person gathering will be allowed only if they are deemed essential for student learning or the student experience. These activities include: musical activities (including ensembles, lessons, masterclasses, and performances), curricular theatre and dance productions, and research specifically tied to a course or SCE. In order to proceed, these activities must adhere to established de-densified room occupancy standards, incorporate social distancing, follow mask-wearing policies, and employ other risk-mitigation strategies that meet or extend beyond policies set by the MD health department, Washington College administration, and/or relevant professional organizations. Questions about whether an activity is essential for student learning should be relayed to the Provost who will consult with the Events Working Group for a final decision. Questions about whether an activity is essential for the student experience should be relayed to the Associate VP for Student Affairs who will consult with the Events Working Group for a final decision.

Varsity athletic practices or competitions will be permitted utilizing NCAA, Maryland Department of Public Health, and CDC guidance around re-socialization of collegiate sports. Practices will be held under the direct supervision of athletic department staff and sports medicine staff, incorporating strict measures such as monitoring of the Eموcha app, daily symptom checks, etc. Any updates on conference or NCAA guidance will be used to determine how and whether practices or competition may occur.

Faculty, staff, and students may hold some on-campus events or activities provided they are mission-critical, incorporate social distancing, and follow mask-wearing policies. All on-campus events must be approved by the Events Working Group prior to space being reserved.

All on-campus events and activities must adhere to restrictions provided below.

Guests

Guests are defined as those in attendance at on-campus events or activities, such as an audience for a performance.

Guests at on-campus events and activities, including performances and athletic competitions, are restricted to members of our campus community (students, faculty, staff) with the exception of events that have the primary goal of student recruitment and enrollment, such as open houses and info sessions held by the Admissions Department.

Visitors (vendors, contractors, prospective students and parents, athletic recruits)

Visitors will be allowed on campus provided they have a scheduled appointment with a specific department or office on campus. Each department or office that hosts visitors to campus must have each visitor fill out a symptom attestation form and maintain that form for 30 days after the visitor's visit. Hosts are responsible for monitoring their visitor(s) for the duration of their time on campus.

College facilities (JFC Fitness Center and Field House, Casey Swim Center, the Dining Hall, etc.) will not be open to visitors for the beginning of the spring semester at least. This policy will be reviewed at the halfway mark of the semester and altered to allow some outside visitors if conditions allow.

Indoor Events

Indoor events are less preferable to outdoors events; however, events and activities in indoor spaces will be allowed with the following restrictions:

- The maximum capacity for indoor events, with the exception of athletic events held in Cain Gymnasium and the JFC Field, house will be dictated by new indoor space capacities as outlined in [WC Space Capacities Guide Spring 2021](#) document.
- The capacity for Cain Gymnasium and the Johnson Center Field House will be 100 people.

Please note that these capacities include everyone that will be in the space for the event (staff, performers, event organizers, players, etc.).

Attendees must have the ability to social distance, and the mask policy must be followed.

Outdoor Events

Outdoor events are preferable to indoor events due to public health guidance that COVID-19 is less likely to spread outdoors. Outdoor events will be allowed with the following restrictions:

- Outdoor events are limited to designated outdoor spaces and must adhere to the capacities for those spaces, not to exceed 75 people.
- Any athletic competitions held outdoors will be limited to 100 people.

Please note that **all** outdoor spaces, including tents added for the spring semester, must be reserved through the Office of Campus Events.

Attendees must have the ability to social distance, and the mask policy must be followed.

Catering at Events

All food and beverage requests for events must go through the Dining Services Catering Office. They will advise you on what services they are able to provide.

Orange – high risk

All scheduled campus events and group activities will be conducted virtually. This includes regularly-scheduled committee meetings, student organization meetings, group trainings, workshops, lectures, performances, panels, and social events.

Selected curricular and activities requiring in-person gathering will be allowed only if they are deemed essential for student learning. These activities include: musical activities (including ensembles, lessons, masterclasses, and performances), curricular theatre and dance productions, and research specifically tied to a course or SCE. In order to proceed, these activities must adhere to established de-densified room occupancy standards, incorporate social distancing, follow mask-wearing policies, and employ other risk-mitigation strategies that meet or extend beyond policies set by the MD health department, Washington College administration, and/or relevant professional organizations. Questions about whether an activity is essential for student learning should be relayed to the Provost who will consult with the Events Working Group for a final decision.

Varsity athletic practices or competitions will be permitted utilizing NCAA, Maryland Department of Public Health, and CDC guidance around re-socialization of collegiate sports. Practices will be held under the direct supervision of athletic department staff and sports medicine staff, incorporating strict measures such as monitoring of the Eموcha app, daily symptom checks, etc. Any updates on conference or NCAA guidance will be used to determine how and whether practices or competition may occur.

Guests

Guests are defined as those in attendance at on-campus events, such as an audience for a performance.

Guests at on-campus events and activities are restricted to members of our campus community (students, faculty, staff). There will be no guests permitted at any athletic competitions and performances.

Visitors (vendors, contractors, prospective students and parents, athletic recruits)

Visitors will be restricted to essential academic and operational needs, such as vendors and contractors. Visitors will need to be approved by the Contingency Planning Group.

Indoor Events:

Indoor events, including athletic competitions, are not permitted with the exception of certain academic curricular activities. These activities must be approved by the Events Working Group.

Outdoor Events

Outdoor events will be allowed but will be limited to 10 people, regardless of the maximum capacity of the space being used. Attendees must have the ability to social distance and must follow the mask policy.

Please note that all outdoor spaces, including tents added for the spring semester, must be reserved through the Office of Campus Events.

Red – highest risk

All scheduled campus events and group activities must be conducted virtually. This includes regularly-scheduled committee meetings, student organization meetings, group trainings, workshops, lectures, performances, panels, and social events.

On-campus events are not permitted.

There will be no athletics of any nature including competitions and practices.

Visitors

Visitors are limited to essential vendors only.