The Office of Student Activities, Involvement & Leadership in conjunction with the Colorado School of Mines requires the following protocols and guidelines to be followed for all events hosted by a Mines student club or organization. For more information regarding COVID-19 and campus guidelines, please visit the Mines COVID website. Guidance may be updated as the state, county, and/or CDC makes new recommendations.

An event is classified as any gathering that is not an academic class of more than 10 people.

MINES SAFETY PROTOCOLS

- All participants will abide by the Oredigger Promise, particularly in group events
- Participants who are ill or experiencing symptoms of COVID-19 are prohibited to attend meetings or events
- Face coverings required at all times
- Catering options will be limited. No hot food/drink service; prepackaged or boxed meals may be allowed
- No external guests/speakers allowed on campus
- Must obey capacity guidance
- Events are closed to the public; all events considered “private” for the Mines community
- Maintain 6-foot physical distance between people (Social distancing calculator found here)
- Furniture may not be moved within spaces
- Hand sanitation stations must be present at the entry and exit of event space

MEETING GUIDELINES

- Mines recommends meetings should be held on Zoom/Microsoft Teams/other online platform whenever possible
- Large groups needing an expanded Zoom license by request through ITS
- Some Zoom equipped rooms may be used to facilitate hybrid meetings to host individuals on and off campus. Campus Events staff are available to support this request
- If meeting in person, attendees must maintain social distancing requirements
- All attendees must check in when they arrive at the event and/or have an RSVP list ahead of time. One person must be designated to maintain lists for four weeks post event
- If orgs are meeting with an external employer, organizers will need to work with a representative in the Career Center (careercenter@mines.edu) and have an advisor or professional staff member present (virtually or in person)
- Attendees should wipe down desks/seating space before and after their meeting

EVENT GUIDELINES

- Maximum 100 people outside, face covering required, 6’ distance
- Maximum 50 people (JeffCo Guidance) inside as long as the space is allotted for 50 with social distancing
  - 50 attendees must be Mines students/staff; no outside guests
- For every 25 individuals present for indoor events and 50 individuals present for outdoor events, one professional staff/advisor or security officer must be present to mandate safety protocols
  - Professional staff members must be listed in event request
  - Exceptions may be granted by the SAIL Staff and/or Campus Events staff depending on the event
  - Depending on the event, SAIL and/or Campus Events may require additional monitors
- All student funded events need to happen on campus; hosting off campus events is not permitted in the exception of service events
  - Service events are limited to 10 people maximum from the organization
  - Service event must follow state and local guidance including appropriate PPE worn
  - Organization must submit a pre-approval to the SAIL Office 5 days before the event. The form is located on the Mines Engage site under Campus Links titled Community Service Request Form
- Green Center is predominantly reserved for academics; most events should happen in the Student Center, however, reach out to Campus Event staff for availability
- Events must follow state and local guidance
- Events must follow Mines guidance
- No travel is allowed

REPRECUSSIONS

Any organization found violating SAIL, Mines, or state mandates will be subject to the following repercussions:

- Frozen accounts/probation
- Organizations won’t be allowed to host in person events or meetings for the remainder of semester or suspension period
- Student leaders of the organization will not be eligible to hold other leadership positions in the same or other organizations
- Organization may be dissolved/de-recognized

LOGISTICS

EVENT ROOM CAPACITIES

Due to the Academic classes being held in event space, the EMS system is not operational. To reserve a room, please email reservations@mines.edu to book your event. The Campus Events staff will help you reserve a space and can also help you with Zoom questions, and any other logistical concerns you might have.

  Friedhoff 1 – 96
  Friedhoff 2 – 74
  Grand Ballroom (ABC) – 94 (114 with some awkward seats; predominantly reserved for classroom use)
  Ballroom A/B – 52 (predominantly reserved for classroom use)
  Ballroom D/E – 32
  Metals – 80
  Bunker – 219
  Petroleum – 48
DO YOU NEED A “PRO” ZOOM ACCOUNT?  
*information pulled from Mines ITS

By default, beginning Zoom users have Basic accounts, which come with some restrictions. Most notably, **Basic Zoom sessions are limited to 40 minutes each**.

If you are planning to use Zoom for a meeting or recording that is longer than 40 minutes, please request a Zoom Pro account upgrade by submitting a support request to the Mines Help Center (https://helpcenter.mines.edu). **Attention: You must install and login to your Basic Zoom account first before requesting the Pro account.**

Note that we have a **limited number of Zoom Pro licenses** and we periodically reclaim unused licenses. **If your Zoom Pro account has been inactive for the past three or four months, it may have been reverted to a Basic Zoom license**. If you haven’t used Zoom for awhile, please verify your Zoom Pro license is still in effect:

1. Log into Zoom at https://mines.zoom.us.
2. View your Zoom profile User Type (Pro or something else): https://mines.zoom.us/profile.

If needed, a Zoom Pro license can be applied again upon request, via the Mines Help Center (https://helpcenter.mines.edu).

MINES STAFF SUPPORT

**SAIL**

If you have questions regarding your organization, account, or other clubs/orgs related requests, please reach out to SAIL staff at sail@mines.edu or one of the staff members below.

**Kelsi Streich** Director  
**Begoña Ruiz Piñeiro** Associate Director for Finance & Operations  
**Alexandra Demopolous** Assistant Director of Student Engagement  
**Alexis Lakers** Fraternity & Sorority Life Coordinator

**CAMPUS EVENTS**

If you have questions regarding your club or organization meeting or event, please reach out to Campus Events staff at reservations@mines.edu or one of the staff members below.

**Pete Lovette** Reservations Manager  
**Brandy Burgess** Director

**ADDITIONAL COVID-19 RESOURCES & GUIDANCE**

- CDPHE: https://covid19.colorado.gov/  
- CDC: https://www.cdc.gov/coronavirus/2019-ncov  
- WHO: https://www.who.int/emergencies/diseases/novel-coronavirus-2019