



Student Club & Organization Meetings and Event Guidelines

**modified 2/25/2021*

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 or any event off campus.

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 for meetings and/or events
- 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 and an advisor must be present (advisor/pro staff can be present virtually even if the meeting is in person)
- All attendees must check in when they arrive at the event via a QR code generated by Campus Events. Contact Campus Events (reservations@mines.edu) to generate your QR code prior to your event.
 - Confirmation of your QR code must be included in your event submission form prior to approval of the 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 REGISTRATION

ADVERTISING & REGISTRATION

All organizations are required to submit a pre-approval to the SAIL Office at least 2 weeks before the event. Fraternities and Sororities follow a separate registration process with the FSL Coordinator.

- Use the "Create Event" option on your club's Engage page (*Go to your club's page, on the dropdown on the left, select "Events" then select "Create Event"*)
 - If you need assistance, contact the SAIL Office at sail@mines.edu
- Club meetings and events must be advertised through Engage and at least one another campus-wide platform such as the Daily Blast or flyers posted around campus
- Meeting request must be submitted on Engage and once approved additional advertising can be secured
- If choosing to use flyers, they need to be approved by the SAIL office
 - Email a digital flyer to sail@mines.edu to be stamped
- Advertising only to club members or closed server lists does not constitute sufficient advertising
- Recurring meetings can be submitted all at once for approval as a recurring event on Engage. Once approved, all occurrences are approved.
- Advertising must include instructions on how to arrange accessible accommodations

ON CAMPUS EVENT GUIDELINES

INDOOR LOGISTICS

- Maximum 50 people (JeffCo Guidance) inside as long as the space is allotted for 50 with social distancing
 - The 50 attendees must be Mines students/staff; no outside guests
- For every 0-50 individuals present for indoor 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 (contact SAIL@mines.edu for questions)
 - Depending on the event, SAIL and/or Campus Events may require additional monitors
- Food and catering options are limited and must be individually wrapped and prepared meals/snacks. No self-serve or buffets are permitted
- Reach out to Campus Event staff for availability
- Events must follow state and local guidance
- Events must follow [Mines](#) guidance
- No travel allowed

OUTDOOR LOGISTICS

- Maximum 100 people outside, face covering required, 6' distance
- For 1-50 individuals present for outdoor events, one professional staff/advisor or security officer must be present to mandate safety protocols. If your event exceeds 50, one additional professional staff/advisor or security officer must be present.
 - 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

- Food and catering options are limited and must be individually wrapped and prepared meals/snacks. No self-serve or buffets are permitted
- Events must follow state and local guidance
- Events must follow [Mines](#) guidance
- No travel allowed

OFF CAMPUS EVENTS

Some off-campus events will be allowed as long as they are service events or the event is held outdoors. At this time, no off campus indoor events will be allowed. Individuals will need to walk and/or avoid carpooling to prevent COVID spread.

Off-Campus Service Events

Fraternities and Sororities follow a separate registration process with the FSL Coordinator.

- Service events are limited to 20 people maximum from the organization for indoor service events and 50 people maximum for outdoor service events if space allows
- Service events require organizations to submit a pre-approval to the SAIL Office at least 2 weeks before the event. The form is located on the [Mines Engage](#) site under Campus Links titled [Community Service Request Form](#)
- Service event must follow state and local guidance including appropriate PPE worn
- An advisor must be present during service event. The advisor is allowed to be a non-Mines employee but must also follow the Oredigger Promise
- List of attendees must be provided to the advisor prior to the event and an attendance roster must be kept for 4 weeks by a member of the organization in case there is a need for contact tracing
 - Campus Events can create a QR code for students to check in to the event if preferred

Off-Campus Outdoor Events

- Only outdoor events might be approved using the “Create Event” option on your club’s page on Engage
 - Outdoor off-campus events will be considered for those clubs that need an outdoor space to conduct regular activities to fulfill their mission
 - Submit your event request through the "Create” option on your club's Engage page at least 2 weeks in advance
- Events are limited to 20 people maximum from the organization if space allows
- An advisor must be present during the event. The advisor is allowed to be a non-Mines employee but must also follow the Oredigger Promise
- List of attendees must be provided to the advisor prior to the event and an attendance roster must be kept for 4 weeks by a member of the organization in case there is a need for contact tracing.
 - This attendance roster must be generated by a QR code through Campus Events. Contact Campus Events (reservations@mines.edu) prior to your event to obtain your QR code
 - The QR code must be included with your event submission form prior to approval
- Event needs to be advertised (see above)
 - All students need to have equal opportunity to participate

REPERCUSSIONS

Any organization found violating SAIL, Mines, or state and county 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 be removed and 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

ZOOM

Zoom download and usage information found [here](#).

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.*

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

[Haley Hannaman](#) Student Clubs & Organizations 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>