

Campus Meetings and Events Guidelines 2021-2022

(published 8.25.2021)

Meetings and events play a key role in creating a welcoming, vibrant campus community. When we refer to meetings and events, we are including activities like speakers, performances, community service activities, fundraisers, social gatherings, philanthropy, member-only gatherings, and conferences on and off campus. Given COVID-19 concerns, this document is intended to provide general guidance to faculty, staff and students on planning meetings and events and some specific instructions (especially for student organizations). At Knox, we value togetherness and the safety of our community, and successful events across campus this year require special care and consideration.

All in-person student organization events must be registered with and approved by the Campus Life Office. Events that require registration and approval include gatherings that include people who are not members of the organization, off-campus events, and [events with alcohol](#). Regularly occurring organization meetings, such as weekly executive meetings, can register once at the beginning of each term. When an event is registered, a safety plan that outlines how Health and Wellness Policies will be followed is required.

Event registration must take place at least 5 business days (Monday-Friday, 8 AM-4:30 PM) in advance, and it is strongly encouraged that events are registered at least two weeks in advance. Events registered less than 5 business days in advance may not be approved, and thus may not take place.

Events must be approved by the Campus Life Office before being publicized in any format.

While meetings and events planned by faculty and staff do not need to be formally registered, we ask that you follow the guidelines below in support of a safe and healthy campus community.

General questions to keep in mind when planning meetings or events:

- How will we ensure all participants follow College Health and Wellness Policies, especially related to masks and physical distancing?
- For in-person events, which spaces can accommodate the size of our group and the aims of the event safely?
- How will we know how many people plan to attend?
- Could it be held outside?

Event requirements:

- Indoor meetings and events must adhere to room capacity guidelines. Outdoor meetings and events do not have limits. Participant limits are set by state of Illinois guidelines, which are subject to change.
- Each meeting room will have capacity published online.
- Unregistered gatherings or social events inside residential spaces (Living areas/suites/rooms) on or off campus are prohibited.
- Participants must wear masks at all times when indoors, and masks are strongly encouraged at crowded outdoor events.
- [Visitors to campus](#) are currently limited. Please see the updated visitor policies.
- In-person events are limited to members of the Knox community and approved visitors until further notice.

Food:

Food may be distributed at an event if the following guidelines are met:

- Food must be catered by Dining Services unless an exception is made by the Campus Life Office (for student organizations) or by the appropriate senior staff member (for faculty and staff).
- Food must conform to current Dining Services regulations or provided by a licensed caterer.
- Bake sales or other events in which food is prepared by students, faculty or staff are not permitted.
- If your group wishes to sell food as part of a fundraiser, the food must be pre-packaged food that does not require temperature control, and must be obtained from businesses adhering to strict PPE and safety standards (such as grocery stores or licensed bakeries).

Travel:

All events involving student travel require the approval of the Campus Life Office (for student organizations) or by the appropriate senior staff member (for faculty- and staff-led student travel). College-rented busses, vans, or carpooling are preferred over public transportation. On-campus health and wellness policies apply in all travel settings (including masks), except in circumstances where local policies are more restrictive; in such cases, the more restrictive policies must be followed. Masks are required at all times in vehicles and indoors and are strongly encouraged outdoors.

Political Events, Protests, and Demonstrations:

Knox College does not restrict any student organization activity based on political affiliation or ideology. Similarly, the College respects the right of all members of the community to express opinions privately and publicly, and to join together to demonstrate their concern by orderly

means. Knox College protects the right of voluntary assembly, will make its outdoor facilities available to students for peaceful protests and demonstrations, and will endeavor to protect these assemblies from disruption and interference so long as the event does not interrupt the day-to-day operation of the College.

Demonstrations and protests do not need to be registered.

All health and wellness policies, including mask wearing, must be followed.

Publicizing Your Event

Events that are approved by noon on Friday of the week prior to the event will be included in the Campus Life Office' Campus Events Newsletter. If an organization would like a remote (virtual) event in the newsletter, they may register the event by noon on Friday of the week prior to the event. Remote events do not need to be registered or approved by the Campus Life Office. Faculty and staff who wish to add their event to the College calendar can do so by visiting the Events Calendar page and clicking "[Submit an Event.](#)" or they may email the information to the Campus Life Office by noon on the Friday prior to the week of the event to have it added to the Campus Events Newsletter.

Guidelines for Event Planning

How do we know what constitutes an "event"?

Here are some helpful questions to consider when determining if what you are planning is considered an event, and therefore needs to be registered:

- Is it being planned during a student organization meeting?
- Will it be announced at a student organization meeting?
- Is the organization's name or "Knox College" attached to the event in any way?
- Is it being funded by the student organization's budget or the College?
- Is the event being hosted or planned by one or more members of the organization, and/or is it supported by the executive members?
- Will the executive members have prior knowledge of the event?
- Will any executive members be in attendance?
- Is it being advertised on- or off-campus in any way, including the organization's social media accounts or Facebook Event invitations?
- If guests were stopped on their way, would they say they were going to the "XYZ organization" event?
- Are members attempting to rename the event in order to give the appearance that it isn't associated with the organization?

If you answered “yes” to any of these questions, then what you are planning is considered an event and must be registered.

How will we know if our event has been successfully registered and approved?

The event coordinator listed on the event registration form will receive an email from the Campus Life Office once the event has been approved. If your event is in person, you may be asked to set up a meeting with a Campus Life staff member prior to event approval.

If you have any questions about the status of your event, please do not hesitate to contact Campus Life.