

## UCA Indoor Event Authorization and Approval - COVID-19 - **UPDATED January 2021**

### RSO Sponsored Events

Please find the description below which matches your proposed event and follow the instructions to secure approval for your plan. By submitting a request for approval, you agree to follow all applicable COVID-19 directives from the Arkansas Department of Health, State of Arkansas, and University of Central Arkansas. Directives can be found at: <https://www.healthy.arkansas.gov/programs-services/topics/novel-coronavirus>

#### **Events with 10 or more attendees, open to members of the public:**

- Your event is open to public attendance, meaning anyone beyond the campus community.
- This event requires approval by the Office of Student Life, Vice President for Student Services or Dean of Students, Physical Distancing Working Group, **and** the Arkansas Department of Health (ADH).
  - Please contact the Office of Student Life for assistance completing this approval process.
    - Requests should be submitted as early as possible, **a minimum of three (3) weeks is recommended**. Events should not be advertised until approval has been secured.

#### **Events with 10 or more attendees, without members of the public:**

- Your event is for the campus community (students, faculty, and staff) only and is not open to any public attendance.
- This event requires approval by the Office of Student Life, Vice President for Student Services or Dean of Students, **and** the UCA Physical Distancing Working Group.
  - Plan approval request form can be found and submitted on CubConnect.
    - Requests must be submitted **a minimum (2) weeks prior to the event**.

#### **Events with under 10 attendees, without members of the public:**

- Your event is for the campus community (students, faculty, and staff) only and is not open to any public attendance.
- This event requires approval by the Office of Student Life, please submit a request on CubConnect.

#### **Events with under 10 attendees, open to members of the public:**

- Your event is open to public attendance, meaning anyone beyond the campus community.
- This event requires approval by the Office of Student Life, Vice President for Student Services **or** Dean of Students, **and** the UCA Physical Distancing Working Group.
  - Plan approval request form can be found and submitted on CubConnect.
    - Requests must be submitted **a minimum (2) weeks prior to the event**.