GWSB Student Event Guidance for Fall 2021

The purpose of this document is to provide guidance for student organizations in planning for events in GWSB buildings for Fall of 2021.

**Please note, this guidance is subject to change in accordance with District of Columbia and GW University regulations and restrictions. GWSB will continue to monitor university and local guidance and may establish additional space/event restrictions if deemed necessary. You can continue to find university-wide COVID-19 information on the Onward GW website. This guidance is also in addition to the official policies outlined by the Office of Student Life for student organizations.

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Space Reservations:

- To book rooms managed by GWSB, please complete the Duquès/Funger Space Request Form. To book rooms managed by the university's Academic Scheduling office, you must be assigned as your student organization's scheduler on GW Engage.
  - For GWSB Managed Spaces, we will require a minimum of 14 days advance notice so that proper space and potential budgetary approvals can be granted.
    - For questions regarding space availability and use guidelines, please see the GWSB Facilities & Event Services website and the Duques & Funger Complex Guidelines.
  - Oglethorpe Great Hall (First Floor Duques Lobby) is for major Dean's sponsored events or Orientation. Requires prior approval from the Director of Operations and is subject to classes on the 1st floor. Space cannot be used when classes are in session in 151 or 152.
  - FedEx Plaza (Outside B/W Duques & Funger) may be scheduled for outdoor events. Tents may be arranged with costs charged to the reserving organization. Requires prior approval from the Director of Operations and is subject to classes on the 1st floor.
- To book the Duques Hall entry labeling space, also please complete the Duquès/Funger Space Request Form.
- Once your space has been confirmed, please remember to submit your event to the GWSB Calendar via this request form.
- If you have chosen to host your event virtually and would like to utilize Hopin, please refer to the Hopin Functionality & Set Up FAQs.

Campus Health Protocols Related to Event Management:

- The Onward GW: Return to Campus and the Classroom plan outlines campus health requirements and related policies and procedures to support public health. Refer to the Onward GW website for the most up-to-date guidelines and procedures for hosting events.
  - Though GW is requiring all students, faculty and staff to comply with the GW vaccination policy; however, for outside guests, there are currently no COVID related restrictions to attend activities on campus, in line with current DC public health guidelines.
    - Hosts may limit attendance at events to the GW campus cohort (students, faculty, staff) with proof of GWorld card to enter, adhere to social distance rules, or restrict food. However, per the University policy, guests are not required to show proof of vaccination.
In accordance with current University guidelines, all attendees must wear a mask indoors regardless of vaccination status. If you have an approved exemption and are unvaccinated, you should wear a mask outdoors if you expect to be in close proximity to others for longer than just a few minutes. If you are vaccinated, it is recommended to wear a mask if you will be in crowds. If you are vaccinated and with young children who cannot yet be vaccinated, by wearing a mask you can help the children feel more comfortable in the mask.

Student organizations should also refer to the Student Org COVID-19 Guidelines Fall 2021 established by the GW Office of Student Life for related organization policies and procedures.

Event Access:

- Due to Duques and Funger being an on-campus - secure building, event hosts will need to manage how their non-university attendees access the building, and guests are permitted without restrictions but require an escort in areas controlled/secured by GWorld. Current GW students, faculty and staff will have access during normal business hours. Learn more about campus access here.
- Organizations are strongly encouraged to collect registrations and take attendance at in-person events, regardless of event location, size, and type. Records should be retained for two weeks for the purposes of contact tracing, should the need arise. Please refer to the Student Org COVID-19 Guidelines for current procedures and resources.
  - Pre-registration and event attendance for in-person events or meetings is best practice regardless of the audience.
  - To assist with contact tracing if needed, registration must at a minimum include the individual’s full name, attendee type, cell phone number and email address and should be retained for at least two weeks. If the organization has a Google Drive account, it should be stored there.
  - Attendees should be referred to GW’s Coronavirus Response page for any questions they may have.
  - Attendees should also understand that by registering to attend an in person event, they are agreeing to abide by the University’s Campus Commitment & Policy.
Set Up Needs:

- Due to current resource constraints, event set ups in open spaces will not be permitted.
  - For example, a reception or banquet set up in the 6th floor lobby will not be possible.
- Please refer to the Duquès and Funger Hall Rooms chart to identify potential event spaces that would fit your set-up needs as room set-up is unable to be adjusted. If you are unable to identify a space in GWSB that fits your set-up need, we encourage you to view the Academic Scheduling, Events & Venues, and Student Life spaces.

Space Cleanliness:

- We are asking that everyone assist our community by taking responsibility for the cleanliness of spaces and classrooms.
  - Please help us to keep our spaces clean by picking up any trash or recyclables and discarding them in the appropriate receptacle and wiping down surfaces after use. Trash and recycling receptacles are provided in the hallway.
  - Due to the reduction in support, all furniture needs to be returned to the original room layout, all food and trash must be removed, and the whiteboard must be cleaned so that the room is ready for the next class or event.
- GW mandates that no food or drinks are allowed in classroom spaces.
- Note: If a group leaves a space with garbage or major cleaning needs, they may be charged for applicable housekeeping fees.
- If you know you will have bulk trash in the form of boxed catering, pizza boxes, etc., you must notify the GWSB Operations Office via email: sbevents@gwu.edu at least 4 days prior to the event so proper arrangements for housekeeping can be made.

Catering/Food Service:

- The Onward Plan FAQ notes the following when considering the mask mandate and eating: you may briefly remove your mask while actively eating and drinking and then must replace it. Weather permitting, outdoor receptions and events are good options if you are serving food and drink. For meal breaks at work, consider sitting apart from others.
- All catering and food and beverages policies outlined in the Student Organization Handbook must be followed.
Single Plastic Use:

- The university has committed to eliminating all single-use plastics at GW. This commitment includes all non-essential, non-compostable, single-use plastics with available alternatives. Eliminating single-use plastics on campus will require individual and collective action. The purpose of this policy is to set the expectations for the GW community, including student organizations, in order to meet this commitment.
- When selecting a vendor for catering, please abide by the policy above in requesting more sustainable items.
- You can find more information here: https://sustainability.gwu.edu/green-event-guide

Signage & Name Badges:

- For the Fall, templates for printing of signs can be provided to a designated student org representative to print. Requests for the template and guidance can be sent to sbevents@gwu.edu at least 1 week prior to the event.
  - Sign boards and easels can be checked out by the designated student org representative for use during the event.
- Also for the Fall, templates for printing of name badges can be provided to a designated student org representative for print and guidance on purchasing proper badges and holders can be provided. It will be on the student org to procure, print, assemble and disperse name badges. Requests for the template and guidance can be sent to sbevents@gwu.edu at least 2 weeks prior to the event.
Resource List of Websites and Reference Documents:

- GW Onward: https://onward.gwu.edu/
- GW Onward Plan: https://go.gwu.edu/onwardplan
- Office of Student Life’s Student Organization Policies & Resources website: https://studentlife.gwu.edu/org-policies-resources
- GWSB Event Calendar: https://business.gwu.edu/event-calendar
- GWSB Facilities & Event Services: https://business.gwu.edu/about-us/facilities-event-services
  - Duques & Funger Complex Guidelines: https://business.gwu.edu/media/16356
- Hopin Functionality & Set Up FAQs: https://docs.google.com/document/d/1vo99stKe5wsfpZT_KFa1mh-i4OTzb8JzYVDziWtvhbw/edit?usp=sharing
- GW Academic Scheduling: https://registrar.gwu.edu/academic-scheduling
- GW Venues: https://venues.gwu.edu/
- GW Student Center Room Reservations: https://studentlife.gwu.edu/student-center
- GW Green Event Guide: https://sustainability.gwu.edu/green-event-guide