



Student Union Reservation Policy COVID-19 Amendments

These policy amendments and guidelines are in accordance with the UCF Event Planning and COVID-19 Considerations Policy, available at <https://policies.ucf.edu/documents/EmergencyPolicy-EventPlanningandCOVID-19Considerations.pdf>

Event Blocks & Early Opens/Closes

We are abiding by an event block and sanitation schedule until further notice. Events requiring access outside of the preset event blocks must submit a request no later than 3 weeks prior to the event date. Fees may apply.

Booking Timeline

The Student Union requires that all organizations submit reservations requests online at least 14 days prior to the proposed event date. Final reservation details must be submitted no later than three (3) business days prior to your event date.

RSVP & Check-In

All in-person events must be ticketed or RSVP only. The ticket process or RSVP must include the appropriate level of warning as defined by university guidance, the requirement to wear a mask, and physical distancing guidelines. Event organizers must maintain event guest lists for 60 days to allow for contact tracing as needed.

All participants are to practice six feet of physical distancing to the greatest extent possible during the check in process. Please give consideration to line queuing and ticketing logistics. Best practices to aid in physical distancing during events should be utilized, such as: staggering arrivals/departures and installing protective shields at check in areas.

Events with Over 50 Attendees

In compliance with university event policies, an event with 50 or more attendees requires submission of a SAFE Form. The SAFE Form must be reviewed by our office 20 days prior to your event. SAFE Forms should not be submitted until a reservation request has been approved by your SU Event Coordinator. You can submit a SAFE Form at <http://safe.sdes.ucf.edu/>.

Face Covering

Face coverings must be worn at all times by all participants (presenters, performers, volunteers, attendees, etc.). See COVID-19 Return to Campus Policy (EP-20-1) for additional information about face coverings – available at <https://policies.ucf.edu/documents/PolicyEmergencyCOVIDReturnPolicy.pdf>

Event Furniture

Furniture is fixed to be socially distanced and may not be moved or adjusted unless approved by your SU Event Coordinator and noted on your confirmation. Any additional furniture must be approved by your SU Event Coordinator and provided by the Student Union or an approved outside vendor. Offerings will be limited.

Catering & Food

Until further notice, no food or beverage is allowed at indoor events at UCF. Food and beverage for outdoor events must be proposed through the SAFE Form process, regardless of planned size of the event, and will be evaluated based on the venue location, size, scope, and nature of the event prior to approval. No self-prepared or self-packaged food items are permitted.

Limited Reservations

Due to high campus demand for meeting space, Registered Student Organizations are limited to two (2) ballroom reservations per semester. Each event will require its own request form and detailed safety plan.

Cancellations/No Show

Due to high campus demand for meeting space, clients who fail to cancel their reserved space or do not show up will have their reservation privileges suspended and any existing reservations will be cancelled. Cancellations of reservations in the Student Union and outdoor spaces must occur at least 14 days prior to the reservation.

Events scheduled in the Pegasus Ballroom are expected to match the estimated attendee count or warrant use of the ballroom based on the nature of the event and anticipated attendance listed on the original request for the space. If the scope and size of the event fails to meet those expectations, a client's reservation privileges may be suspended since the space could not be utilized for another event that may require use of the ballroom.

Patio Tabling

In compliance with university guidelines, we have made the difficult decision to not offer patio tabling for the Fall 2020 semester. Further considerations for continuing tabling in the Spring 2021 semester will be evaluated as changes to campus operations occur to ensure all health and safety measures.

Market Day

Market Day will not be hosted during the Fall 2020 semester. Decisions regarding Market Day for Spring 2021 have not yet been made.

Outdoor Events

At this time, UCFSU outdoor event space reservations are limited to university planned events only.

Client Provided Audio/Visual Equipment

Clients are required to provide their own laptop and clicker as needed. Client provided laptops can be connected to SU projectors through the HDMI port. Please bring adapters as necessary. If you have questions regarding the compatibility of your equipment, please contact your SU Event Coordinator at least 1 week prior to the event. All other A/V must be provided by the Student Union or an approved outside vendor. Offerings may be limited.

Non-University Clients

We are not accepting reservation requests from Non-University clients for the Fall 2020 semester. Decisions regarding events for Spring 2021 have not yet been made.

Outside Vendors

Events utilizing services from outside vendors will be required to submit a SAFE form, provide liability insurance and must be approved by the Emerging Issues and Crisis Response Team (EICRT).

It is the organizer's responsibility to communicate any setup needs for outside vendors (i.e. lighting, audio/visual, production equipment, DJ, foliage, etc.) as soon as the information is known. Please note that early access to rooms and/or equipment cannot be guaranteed due to high demand of SU facilities.

Same Day Reservations

The Student Union requires that all organizations submit reservations requests online at least 14 days prior to the proposed event date. There will be no same day reservations permitted due to the required RSVP and pre-registration process. Additionally, a safety plan is required to be submitted and approved prior to the event.

Decorations

Decorations must be approved by your SU Event Coordinator and noted on your reservation confirmation. Client personal décor will be limited due to sanitary reasons. Décor must be able to be set up within the limited early access time and removed within the event block as to not impact flip/sanitation time. Your event location must be left in the manner it was found. Please consult your SU Event Coordinator for assistance and approval of the display of all materials and additional décor items.

Consequences for Failure to Follow Policies

Deviating from your approved event safety plan and UCFSU policies will result in suspension of your reservation privileges and the cancellation of all existing reservations.