



COVID-19 On-Campus Meeting and Event Request

The On-Campus Meeting and Event Request form is used to review health and safety measures in place for on-campus meetings and events. The appropriate administrator should review this request. If the administrator approves the form, they should forward to the COVID-19 Taskforce. The Taskforce will determine conditional approval, with final approval by the college President.

Program/Department:

Instructor/Administrators Name:

Date(s) of Event:

General Safety Requirements

Please provide the following information regarding your meeting/event location:

Requester	Location	Bldg./Room	# of Participants	# of Sessions	Session Days and Times
<i>John Doe</i>	<i>Downtown</i>	<i>B-106</i>	<i>14</i>	<i>2 per day</i>	<i>Tues and Thurs 8-9; 10-12</i>

Please initial below indicating your willingness and commitment to assuring college safety protocol requirements are followed by all participants.

COVID-19 College Requirements	Initials
I will brief participants on the college health and safety protocol requirements	
I will ensure participants adhere to the college's health and safety protocol	
I will ensure sanitizer and PPE will be available for participants	
I will request the Facilities and Operations Department assist (through the work order process) with sanitizing all high-touch areas after the meeting/event	

Please describe your meeting/event details below: