



Nicholls State University

Student Activities and Fundraiser Request

GOLD FORM

Individuals needing ADA accommodations contact (985) 448-4783 or visit www.nicholls.edu/ada

____ New Request

____ Revised Request

**** Submit to the Reservations Office in Student Life 2 WEEKS before the event. ****

Name of Organization _____		Today's Date ____/____/____	
Contact Person _____	Phone _____	Email _____	
Campus/Local _____	Campus Advisor _____	Phone _____	

Name of Event: _____ Estimated Attendance: _____

Type of Event: Lobby Table Bake Sale Meeting/Lecture Banquet/Awards Ceremony Fundraiser Other _____

1st Date Preference: _____ 2nd Date Preference: _____

Is this request for a recurring event (multiple dates)? No Yes If YES, please list all event dates in detailed description.

Indicate Event Location: Off-Campus - Complete the "OFF-CAMPUS" Activity Request Form (obtain from the Student Life Office)

On-Campus - Building/Room: (1st Choice) _____ (2nd Choice) _____

Event Start Time: _____ Event End Time: _____ Set-up Time: _____ Clean-up Time: _____

Event Participants: (check all that apply) Organization Members Only On-Campus Community Off-Campus Public

Will there be ticket sales? No Yes, \$ _____ charged for pre-sale tickets and \$ _____ charged for gate tickets.

How will funds be used? _____

Do you want this event listed on the university master calendar (nicholls.edu/calendar) Yes No

Event Description: _____

Indicate Set-up:

Theater/Classroom	Square	U-Shape	Workshop	Banquet Round	Banquet Long

List set-up and audio visual needs: _____

Will food and/or beverage be served? No Yes** If yes, will alcohol be served? No Yes**

**Sodexo must provide services for events open to participants other than your organization's members and when alcohol is served.

Have you contacted Sodexo Food Services? Yes No

Provide a complete description of food/beverage planned for the event: _____

By signing below, I agree to abide by all policies governing the use of facilities at Nicholls State University:

Organization President or Representative (Required)	Date	Faculty/Staff Advisor (Required)	Date
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APPROVAL PROCESS

After chain of command approvals are obtained, submit this form to the Reservations Office at least two weeks prior to the event date. The Reservations Office will continue the routing process (including the Calendar Review Board if needed). Once all approvals are obtained, you will receive an email stating that the event is "CONFIRMED." You may begin advertising once the event is CONFIRMED.

Student Life Officer Date Reservations Office Date

ROUTING: ____ MAINTENANCE ____ GROUNDS ____ UNIVERSITY POLICE ____ 3RD PARTY LOCATION



RSO Event Guidelines - Revised Phase 2 - Spring 2021

RSO (Registered Student Organization)/Greek Life events held on campus are subject to these Guidelines for Events on Campus. These guidelines and protocols will be adjusted as needed in accordance with CDC, state, and University guidance.

1. Quick Takeaways
 - a. Events with guests other than Nicholls current students, faculty, and staff must have an approved invitation, ticket, and/or reservation process (via RSVP).
 - b. Venue/room capacity at this time is based on Revised Phase 2 regulations and 6 ft distancing.
 - c. Event attendees must wear a mask at all times (inside and out). Refer to Louisiana Department of Health guidance here: [Coronavirus Disease 2019 \(COVID-19\) Factsheet](#)
 - d. Event attendees must maintain 6 ft. social distancing at all times.
 - e. Off-campus events and activities are not allowed at this time. Tailgating is not allowed at this time.
 - f. RSOs are required to submit attendance rosters after all events for contact tracing to the appropriate student engagement representative: Registered Student Organization and Greek Life - Kristie Goulas (kristie.goulas@nicholls.edu).
 - g. RSO Advisors must be present for all in-person activities.
2. Definitions
 - a. Meeting - a sit-down function where RSO members enter a facility, sit/stand in a specifically designated spot to conduct a business meeting, then exit the facility.
 - b. Social Event/Activity - a gathering hosted by an organization that involves active movement and socialization around a facility (movie nights, gaming activities, block parties).
3. Responsibility and Enforcement
 - a. The example starts with YOU! Wear your mask, stay 6 ft. apart, and set an example for the people attending your activities. If you see a group of people not wearing a mask, ask them to put on their mask. The chain of responsibility is as follows:
 - i. Students
 - ii. Student Leaders
 - iii. RSO Advisors
4. Meetings
 - a. A meeting is defined as a sit-down function where organization/group members enter a facility, sit/stand in a specifically designated spot to conduct a business meeting, then exit the facility.
 - b. Attendance capacity will be based on room size and 6 ft. social distancing.
 - c. Everyone must remain seated 6 ft apart and wear a mask at all times.
5. Lobby Table
 - a. No communal candy bowls, pen jars, or other giveaways where students grab items for themselves.
 - b. Only one organization/group representative is allowed at one time.
 - c. Bake sales are not allowed at this time.
 - d. Non-food handouts are allowed.
6. Fundraisers
 - a. Fundraisers with food - All food must be provided by Sodexo
7. Social Event/Activity
 - a. A social event/activity is defined as a gathering hosted by an organization that involves active movement and socialization around a facility (movie nights, gaming activities, block parties, etc.)
 - b. Events with guests other than Nicholls current students, faculty, and staff must have an approved invitation, ticket, and/or reservation process (via RSVP).
 - c. Dancing/Dances are not allowed at this time.
 - d. Confined common use spaces such as jump houses, ball pits, haunted houses, and similar spaces where distancing between individuals and small groups are not practical, or where surfaces that are subject to frequent touching cannot be regularly sanitized, shall remain closed during Revised Phase 2.
8. Events With Food and/or Alcohol
 - a. Food must be purchased from Sodexo unless the event is a closed/private (current organization members only) event.
 - i. Closed events (current members only) can self-cater if they have a designated food server to hand out the items.
 1. Only one person is to be designated to hand out the food.
 2. The person handing out the food must wear gloves and a mask at all times during the food distribution.
 - b. No self-serve buffets or other common food service stations (coffee bars, trays of food, beverages in dispensers, etc.) are allowed. However, a buffet is allowed if Sodexo serves customers.
 - c. Events with food that is homemade are not allowed (bake sales, snowballs, fried fish, etc.)
 - d. A served (sit down) meal using Sodexo as the caterer is allowed but only 2 people allowed per 8 ft table unless immediate household members.
 - e. Individually wrapped pre-packaged food items are allowed.
 - f. Kona Ice is allowed in Revised Phase 2.
 - g. Cook-offs are not allowed during this time.
 - h. Service and sales of alcoholic beverages for on-premises consumption shall only occur within the hours of 8:00 AM and 11:00 PM.
9. Indoor Events
 - a. Indoor events shall be limited to a maximum of **75** persons, a maximum of 25% of the established capacity, or 1 person per 60 square feet of net usable floor area, whichever is less.
 - b. The capacity size you are used to will not be the same and should be considered when filling out your gold form. Many spaces are being used as classrooms and may not be available or will have limited availability.
 - c. Indoor live music (singing, wind instruments, and karaoke) is not allowed at this time. Strings and percussion instruments with no singing are allowed during Revised Phase 2. Disk Jockey are allowed.
10. Outdoor Events
 - a. No more than **150** persons in a single outdoor space where individuals who are not immediate household members are unable to maintain strict social distancing of 6 ft. from others.
 - b. Movies on the lawn and outdoor music event requests will be reviewed to ensure all health and safety guidelines are met prior to approval being given.
 - c. Students must bring a chair, stay in or by their chair, remain 6 ft apart, and wear a mask the whole time.
11. Venue/Room Capacity and Availability
 - a. Venue/room capacity at this time is based on Revised Phase 2 regulations and 6 ft distancing. Indoor events shall be limited to a maximum of **75** persons, a maximum of 25% of the established capacity, or 1 person per 60 square feet of net usable floor area, whichever is less. The capacity size you are used to will not be the same and should be considered when filling out your Gold Form. Many spaces are being used as classrooms and may not be available or will have limited availability.
12. University Resources
 - a. [Nicholls State University Return to Campus Website](#)
 - b. [Student Organization Website](#)
 - c. [Greek Life Website](#)
 - d. [Counseling Center Website](#)

Failure to comply with meeting and event guidelines will result in a referral to the Conduct and Accountability Office and consequences will be decided upon by the Student Affairs staff, which can include organization/chapter suspension. Student Organization Presidents/Leaders are responsible for ensuring that all members of their organization are aware of the above event guidelines.

By signing below, I agree to abide by all policies governing the use of facilities at Nicholls State University:

Organization President Signature

Date

Organization Advisor Signature

Date

Revised 1/13/2021