



RSO Event Guidelines - Phase 3 - Spring 2021 (Beginning 3-9-2021)

RSO (Registered Student Organization)/Greek Life events held on campus are subject to the Phase 3 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 Phase 3 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 may be allowed pending approval of the organization's written plan to adhere to all state COVID guidelines. Failure to follow approved plan and guidelines shall constitute a violation of the University Code of Student Conduct.
 - f. Tailgating is not allowed at this time.
 - g. RSOs are required to submit attendance rosters after all events for contact tracing to the appropriate student engagement representative: Kristie Goulas (kristie.goulas@nicholls.edu)
 - h. 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 allowed at this time.
6. Fundraisers
 - a. On Campus fundraisers with food - All food must be provided by Sodexo
 - b. Off Campus fundraisers must be requested through the Student Organization "Off Campus" Activity Request Form and approved by Kristie Goulas: kristie.goulas@nicholls.edu
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 in open congregate areas, such as dance floors, is not authorized in this phase.
 - 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 Phase 3.
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. Designated food servers must wear gloves and a mask at all times during the food distribution.
 2. Servers names and phone numbers must be documented on a sign in sheet.
 - 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. A served (sit down) meal using Sodexo as the caterer is allowed but only 2 people allowed per table unless they are from the same household.
 - d. Individually wrapped pre-packaged food items are allowed.
 - e. Cook-offs are not allowed during this time.
 - f. 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 250 persons or 1 person per 45 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 entertainment must be requested through the Student Organization Activity Request Form and approved by Kristie Goulas: kristie.goulas@nicholls.edu. Karaoke and open mic are not allowed at this time
10. Outdoor Events
 - a. No more than 250 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. One person per 30 square feet of the net usable area within a fenced-in or contained area.
 - c. 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.
 - d. Students must stay in or by their chair, remain 6 ft apart, and wear a mask the whole time. Dancing in open congregate areas is not authorized in this phase.
11. Venue/Room Capacity and Availability
 - a. Venue/room capacity at this time is based on Phase 3 regulations and 6 ft distancing.
 - b. Indoor events shall be limited to a maximum of 250 persons or 1 person per 45 square feet of net usable floor area, whichever is less.
 - c. 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