

Off-Campus Venue Event Approval Application

Current as of 5.4.21

The Off-Campus Venue Event Approval Application allows registered student organizations, university entities and external clients to ensure a safe and healthy event, meeting or program. All events will be conducted in accordance with university guidance (<https://safeandhealthy.osu.edu/events>). Event requests are not approved upon submission and may require additional information by the event venue prior to approval.

Guidelines & Procedures

Ohio State will consider requests for an in person event, meeting or program from any registered student organization, university entity or outside user. All events, meetings and programs must meet the following guidelines and procedures to be considered.

- Venues that want to host an event with greater than 10 total individuals must utilize this form to be approved by the Department Chair/Designee AND Events Review Committee.
- In person events, meetings and programs must follow all university, state and local guidelines.
- All events must include registration or attendee lists with participant contact information to facilitate contact tracing if needed.
- Event approval does not guarantee approval for future events. If there are recurring events, please include all dates on one form.
- Event requestors/hosts should be made aware that due to the COVID-19 pandemic, events, meetings or programs may be cancelled at any time based on government and university measures to maintain a safe and healthy campus.

Event Information

<u>Event Name:</u>		
<u>Event Venue:</u>		
<u>Event Room:</u>		<u>Event Date:</u>
<u>Setup Time:</u>	<u>Event Start/End Time:</u>	<u>Teardown Time:</u>
<u>Number of Attendees Physically Attending:</u>		
<u>Please select the format of the event:</u>		
<input type="checkbox"/> Hybrid <input type="checkbox"/> Full in Person		
<u>Please write the full name of your group in the space below. Do not use abbreviations.</u>		
<u>Organization Name:</u>		
<u>Please select one of the following below:</u>		
<input type="checkbox"/> Student Organization <input type="checkbox"/> University Department <input type="checkbox"/> Outside Organization		
<u>Client Name(s):</u> _____		
<u>Phone:</u> _____		<u>Email:</u> _____

Please describe attendance registration process and confirmation of physical attendance.

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Please describe room(s) setup and flow of the event (entry/exit, check-in, staging, etc.) If available, please provide diagram & agenda.

Will catering be offered? If yes, please describe desired catering details.

How will health and safety guidelines (physical distancing, use of face masks, etc.) be maintained?

Include any other information Ohio State should have in considering your event request:

In submitting this event for approval, I acknowledge that I have discussed COVID-19 protocols with the venue and developed a plan for compliance with and enforcement of CDC guidelines during the event.

Event Approval/Denial

Signing here signifies that all parties are in agreement concerning the information listed above and agree to be bound by the terms and conditions expressed by the approved venue, university, state and local governments and will comply with all accompanying Facility Policies and Procedures.

Department Chair or Designee

Name _____ Signature _____ Date _____

Email _____ Phone # _____

Events Review Committee

Approved _____

Denied _____

Date _____

Reason for Denial _____

*If denied, group has the opportunity to amend the proposal and resubmit.