



## **UPDATED: Guidelines for Student Organization Events and Gatherings as of April 1, 2021**

*Update provided on March 19, 2021*

The following are updated guidelines that all NJIT recognized student organizations will adhere to for the remainder of the spring semester.

*(\*) indicates a new or updated guideline*

### **GENERAL GUIDELINES**

1. **All student organization meetings and events must be registered and approved in Highlander Hub prior to advertising.**
2. The space reservation process through 25Live is being managed by Student Life (SL) and Fraternity and Sorority Life (FSL) staff through the end of the spring semester.
3. All in-person and virtual events and meetings must track attendance through Highlander Hub or the Campus Labs Check-In App.
4. Student organization offices in the basement of the Campus Center will continue to be closed and may not be used by students to hold office hours, meetings or for individual use; the offices will continue to be used for storage of organizational items.

### **IN-PERSON APPROVED MEETINGS/EVENTS**

#### **For ALL in-person meetings/events:**

1. Masks must be worn *indoors and outdoors* on campus.
2. 6' of social distancing must be maintained.
3. Attendance must be tracked using the Campus Labs Check-in App.
4. \*Pre-packaged food sales/fundraisers may be permitted with prior approval provided by OSL and Gourmet Dining (cash sales are prohibited).
5. \*Non-NJIT vendors may be permitted on campus for event services; approval must be provided by SL and/or FSL staff and vendors must comply with current NJIT regulations.
6. Guests will not be permitted on campus. Special consideration may be given for student organizations with student membership from Rutgers Newark (approval must be provided by SL and/or FSL).

#### **Types of Events and Capacity Limitations:**

1. **\*In-person events may take place between the hours of 9am – 6pm, Monday-Friday.**
2. Reservations and set-up must be coordinated directly with SL and/or FSL staff.
3. Tabling events may take place indoors and outdoors (refer to Indoor Tabling Guidelines for additional information)
4. **\*Indoor meetings and small events will be permitted up to 50% room capacity, not to exceed 25 people in total.**
5. **\*Outdoor events will be permitted not to exceed 50 people in total** at one location. Multiple locations may be requested with SL and/or FSL staff.
6. Social events with alcohol will not be permitted.



7. \*Failure to comply with institutional guidelines for in-person meetings and events may result in organizational probation and/or additional sanctions.

### **TRAVEL**

Spring and summer travel to conferences and competitions *may* be approved pending the status of travel across the country and globally at that time, as well as guidance provided by the state of New Jersey. **All conference or competition travel must be registered in Highlander Hub** for review by SL staff prior to making travel arrangements.

### **ADVERTISING AND OUTREACH**

Student organizations are expected to maintain accurate information on membership and upcoming events in Highlander Hub. We encourage you to submit organization announcements and events to the Student Life newsletter (aka The SLICE) that all students receive bi-weekly during the academic year. You can submit information to be highlighted in The Slice through a [Hub form](#).

*These guidelines are subject to change.*

We hope this offers you and your organizations a greater opportunity to gather safely during the remainder of the spring semester. Should you have any questions or concerns, please contact myself or any staff member in Student Life or Fraternity & Sorority Life.

Many thanks and please continue to stay safe and healthy,

Kristie Damell, Ed.D.  
Executive Director of Student Life