



Guidelines for Student Organization Events and Gatherings as of August 23, 2021

The following are updated guidelines that all NJIT recognized student organizations will be expected to adhere to for the fall 2021 semester. *These guidelines are subject to change based on updates provided by the state of NJ as well as institutional guidance.*

GENERAL EVENT GUIDELINES

Step 1: Reserve Space on campus, if applicable, in 25Live

The on-campus space reservation process through 25Live is reopened to student access. **Two (2) representatives from each recognized student organization may request 25Live access online in Highlander Hub.** Access will be reviewed and approved on a rolling basis; access to 25Live will be available on August 1, 2021 (please note: classroom reservations will not be available until Tuesday, September 14th)

Step 2: Register your event, meeting, or conference/competition in Highlander Hub

All student organization events, meetings and conferences/competitions must be registered and approved in Highlander Hub *prior to advertising*. You may need to meet with your Fraternity & Sorority life advisor (FSL) or Student Life (SL) advisor to discuss logistics to ensure a successful event.

Step 3: Manage Event Logistics

Ensure all event logistics have been completed with ample time including, but not limited to:

- provide a [waiver](#) form for approval for external catering no less than two (2) weeks prior to your event, or [order catering from Gourmet Dining](#) no less than one (1) week prior to event date
- order supplies and prizes in E-Merchant or by using your organization credit card
- confirm room set-up details by emailing reservations@njit.edu
- [reserve MTSS](#) (Media and Technology Support Services) if needed
- [request any parking](#) for vendors or guests
- advertise event *after* receiving event approval in Highlander Hub; physical flyers must be reviewed and stamped by Student Life and/or Resident Life staff

Step 4: Track Attendance at your Event

All events and meetings must track attendance through Highlander Hub or the [Campus Labs Check-In App](#).

COVID UPDATES TO IN-PERSON MEETINGS AND EVENTS

1. **Social distancing and capacity limits:** All limitations have been lifted. Student organizations will adhere to on-campus space capacity limits as indicated in 25Live.
2. **Masks:** Individuals who receive vaccination exemptions or otherwise remain unvaccinated must continue to wear masks. All individuals must wear masks indoors until further notice.



3. **Non-NJIT affiliated guests and third party vendors:** Visitors are permitted to attend campus events and must wear masks indoors if unvaccinated; student organizations must communicate these requirements to their guest(s).
4. **Food:** May be provided at events utilizing Gourmet Dining Services or external vendors with the approval of the GD catering manager. Waivers must be provided in advance to GD.
5. **Sanitation:** Student organizations are encouraged to continue utilizing hand sanitizers and best practices for cleanliness and sanitation.
6. **Social events with alcohol:** On and off-campus event requests with alcohol must be reviewed and approved through the Office of Fraternity and Sorority Life for the fraternity and sorority community or the Office of Student Life for recognized student organizations.
7. **Contracts** *can not* be signed by students or on behalf of student organizations receiving institutional funding and must be reviewed by the staff in OSL.

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

STUDENT ORGANIZATION OFFICES

Student organization offices in the basement of the Campus Center are reopened and available for use. Office assignments are communicated directly to each organization by the Office of Student Life. Office guidelines must be followed as outlined in the [policy](#) provided by the Office of Strategic Events and Conference Services.

TRAVEL AND OVERNIGHT TRIPS

Fall travel to conferences and competitions will be approved pending the status of travel across the country and globally at that time. **All conference or competition travel must be registered in Highlander Hub** for review by SL staff and travel liability.

**COVID testing may be required for all participants who are not vaccinated and choose to travel to offsite events with overnight stays.*

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 weekly during the academic year. You can submit information to be highlighted in The Slice through a [Hub form](#).

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 as we welcome you back to campus this Fall!

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