

MILLSAPS COLLEGE

HOSTING IN-PERSON EVENTS DURING THE COVID-19 PANDEMIC

Updated February 2021

ON-CAMPUS GUEST, VISITOR AND EVENTS GUIDELINES

Campus Events: Events are only permitted on campus if they are geared toward Millsaps-only individuals (students, faculty and/or staff), support Millsaps students' academic and/or social pursuits and are approved by the appropriate campus staff. Event speakers and/or facilitators may be invited as necessary. Non-academic and/or non-athletic indoor campus events with more than 10 individuals may be held in AC215 (maximum of 24 individuals); CCI22 Lecture Hall (maximum of 49 individuals); MH200 (maximum of 25 individuals) and OH100 (maximum of 27 individuals) with the approval of the Office of Student Life and in conjunction with the Office of Conference Services.

Vendors and Individual Guests: Invited vendors and/or individuals visiting a Millsaps employee(s) for a necessary work-related purpose are permitted on campus. This includes food truck vendors assuming they are vetted by Millsaps staff members for appropriate COVID-19 protocols and procedures.

Guests may visit campus for an admissions or athletic-related event, in accordance with the college's current guest policy. [Read the full policy here.](#)

STUDENT ON-CAMPUS EVENT GUIDELINES

Any student event (meetings, parties, general events, tabling events, etc.) must be registered using the [Event Registration Application](#) at least 14 days in advance of the event. Room requests only may be made within 14 days but will not be guaranteed.

- All student organization meetings are encouraged to take place virtually, via Zoom, Skype, Google Hangouts, etc.
- If attendance exceeds the current city or state limits or is not in accordance with the college's current [event, visitor and guest policy](#), then virtual platforms are required.
- Masks/neck gaiters must be worn for the entirety of the event.
- Social distancing must occur as individuals are entering and existing the venue and throughout the event.
- All food and drink provided at events must be pre-packaged and single-serve only. No buffets or shared containers.
- Items such as papers, pens, props, etc. should not be shared among participants of the event.
- Student organizations may invite guest performers, provided they can provide documentation of safety precautions to Student Life.

Funding for events can be requested through the [Student Body Association](#).

STUDENT OFF - CAMPUS EVENT GUIDELINES

The following is a list of events that organizations may choose to host off campus. Events that are exclusively social in nature will not be permitted.

- Philanthropy Events
- Brotherhood/Sisterhood events
- Professional Development events

An event can be held off-campus by an organization if the following criteria are met:

1. It follows all state and local guidance, including occupancy numbers, social distancing and mask wearing.
2. It is hosted at a venue that provides food, beverage and entertainment as a service (3rd party) or at a public outdoor space (park, etc.).
3. Student Life staff is notified of the event and has received communication from the organization's risk management reporting process (see step 4).
4. The organization utilizes their organization's existing channels for reporting off campus events/special events. Examples include approval through an Event Planning Form or a Chapter Advisory Board.
 - a. For organizations that do not have an inter/national office, please reach out to Molly Ross for further instructions.

For reference, please visit the Mississippi State Department of Health website to view the most updated guidelines issued by the State of Mississippi.

GREEK LIFE

Greek organizations will follow the same policies and procedures as all other student organizations for meetings and events, including events in houses and lodges. Events can only be held in these spaces if they follow all issued on-campus guidelines, including occupancy maximums, social distancing, mask wearing and frequent sanitization.

All social gatherings should be submitted with the Greek Life – Social Event Registration Form, regardless of if alcohol will be present, at least 14 days prior to the event.

Any Greek event occurring on campus and outside of the lodges or fraternity houses (including table sitting) should use the [Event Reservation Application](#) and must adhere to the event guidelines above.

Recruitment guidelines will mirror the above event guidelines in collaboration with the College's Greek Councils and Inter/national Organizations.

Please refer to the website of your chapter's inter/national office or your chapter's governing council (NPC, NIC, NPHC) for resources.