

FALL 2020 STUDENT ORG ACTIVITY PROCEDURES



SOUTHERN MISS

**LEADERSHIP AND
STUDENT INVOLVEMENT**

Permitted Student Organization Activities & Parameters (Updated as of September 21, 2020)

**This document is subject to change as the semester continues.
Always check www.usm.edu/lsi for the latest information.**

Tabling Parameters *normal form deadline of Monday at 4pm for activities the following week

1. The only approved locations are the Union Lobby and TCC Lobby at this time in the hours permitted by Conference & Events Services. No bake sales are permitted at this time. Tabling should only be for marketing or publicity purposes.
2. Tables are provided by CES in only the approved locations. You must look for your organization's name reserved on the table you are to occupy. No exceptions.
3. Hand sanitizer must be available at the table (LSI has mini bottles should you need some).
4. Only two people MAX are permitted to table for each organization. Face coverings are required to be worn by all. You will be provided with one 8ft table (this allows for more distancing) and 2 chairs only.
5. Handouts/flyers/passed out materials should not be used unless absolutely necessary. Consider a larger display with QR codes or a website to direct people to get more information.
6. Anyone who approaches the table must do so at a distance of at least six feet from the table and no crowding or gathering should occur. You are responsible for managing your table.
7. Due to limited availability, groups will only be able to table up to two times per week at this time for a maximum of 90 minutes at a time.
8. Any violations to any of the above rules will not be tolerated. The group will immediately be shut down, all tabling/meeting privileges revoked for at least 14 days and president and advisor must meet with LSI director to discuss sanctions.

Meeting Parameters *normal form deadline of Monday at 4pm for activities the following week

The maximum number of attendees for indoor requests at this time is 20.

1. To start, space requests will only be booked in the Union Complex. These rooms with specific set-ups can allow for proper physical distancing. Should the organization have access to another space on campus, they should receive permission from that space in order to meet.
2. Face coverings are required for all attendees. The organization is responsible for ensuring this.
3. No mic requests at this time but requesting a room with a projector/screen is permitted.
4. Hand sanitizer is already available in each room and should be used by attendees upon entry and exit.
5. Meetings are limited to 90 minutes or less per reservation. One per group per week.
6. No handouts or passed around materials are permitted. Use QR codes or digital options.
7. The sponsoring org will be required to keep event attendance (student name and ID #) to turn into LSI by emailing attendees to LSI@usm.edu within 24 hours of the event occurring. Failure to do so will revoke any further activity privileges.
8. Any violations to any of the above rules will not be tolerated. The group will immediately be shut down, privileges revoked for at least 14 days and president and advisor must meet with LSI director to discuss sanctions.

Outdoor Event Parameters

The maximum number of attendees for outdoor gatherings at this time is 50.

1. To request the form for outdoor events, groups should email LSI@usm.edu **at least three weeks** prior to the date of your proposed activity to discuss. Should LSI staff deem the event appropriate to continue planning, an outdoor space event request form will be sent to the group and a pre-event meeting must be scheduled.
2. Limited outdoor spaces are permissible at this time. FSL groups should consult with FSL office for initial guidance on the possibility of being able to use their houses if guidelines can be met. No rain locations are provided for outdoor locations.
3. USM's Event Guidelines require outdoor events to be held in "controlled access locations". It will be up to the organization to have a clearly marked entrance and exit at their event. **No more than 50 participants should be at the location at any time.**
4. Face coverings are required for all attendees at all times and hand sanitizer should be present at the event for attendees when entering and exiting. The organization is responsible for ensuring this.
5. Inflatables, food or other high touch point activities are not permitted at this time. Amplified sound events will be considered on a case by case basis.
6. At this time, outdoor events are limited to 120 minutes or less.
7. No handouts or passed around materials are permitted. Use QR codes or digital options.
8. The sponsoring org will be required to keep event attendance either by having a sign-up ahead of time to attend the event or by requiring a digital check-in process at the event for contact tracing purposes. Only USM students are permitted to attend events on campus at this time.
9. Any violations to any of the above rules will not be tolerated. The group will immediately be shut down, privileges revoked for at least 14 days and president and advisor must meet with LSI director to discuss sanctions.
10. Pending on the nature of the event, UPD or other USM personnel may be required to be present at the event in addition to the organization president and on-campus advisor. The organization is responsible for any costs associated with security or equipment.

If at any time Executive Orders change or USM personnel deem the proposed event unable to proceed for any reason, LSI reserves the right to cancel, postpone or deny event registration.