



UNIVERSITY OF CALIFORNIA MERCED
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MEMORANDUM

Date: August 12, 2021

RE: Fall 2021 Events Update

In just a few short weeks UC Merced will be welcoming back students to our newly expanded campus. Incoming first- and second-year students along with transfer students will be experiencing UC Merced for the first time while our continuing students will be excited by the Merced 2020 completion.

Considering current vaccination status in Merced County and the prevalence of the Delta variant in the Central Valley, UC Merced is kicking off the fall semester with a focus on how to best fulfill our primary mission of teaching and research. **While prioritizing student experience through student events, all other events will be paused until Friday, October 1.** Events will be evaluated after this date based on current conditions.

The October 1 date will provide additional time to ensure our campus meets vaccination targets. An event pause will also provide more time for Hospitality Services, Lakeside Catering, and other events service providers on campus to recruit and train new staff.

What is the difference between a meeting and an event?

Meetings are gatherings of people with a business intent and usually include an agenda and a simple setup including room reservation, parking reservation, audiovisual needs, and catering orders.

Events are socially driven occasions. Usually, their setup is complex and utilizes multiple campus services and requires a higher-level approval process.

Meetings for University business purposes are still allowed. Those hosting a meeting are required to follow the executive directive and follow best practices around food such as outdoor or dispersed eating when possible.

COVID 19 Guidelines for Student Focused Events

The guidelines below apply to student focused events prior to October 1. Please note, that given the fluid nature of pandemic, these guidelines may change and it is best to refer back to the [Do Your Part](#) website for the most up-to date information.

1. Indoor events will be limited to no more than 50 guests
2. Serving food indoors should be avoided unless it is grab-and-go and not consumed at event
3. Face coverings are required for all participants for all indoor meetings/events regardless of vaccination status
4. Outdoor events of over 100 guests must be approved by a [senior leader](#) of your respective area

5. UC Merced students, staff and faculty who are fully vaccinated are not required to wear face coverings while attending outdoor events. However, all visitors must wear face coverings outdoors, whether they are fully vaccinated or not.
6. Accurate attendee registration is required for all events to aid in contact tracing if needed
7. Guests may not enter University facilities if they have tested positive for COVID-19 or feel unwell

As a campus, we are continuing to work toward making the meeting and event planning process easier. Recently the [University Events Council](#) convened event service providers and approvers. Campus event processes were reviewed to better understand how departments interface with one another to streamline and promote more efficient interaction. Below is some basic information for planning meetings and events.

Hospitality Services

As part of campus auxiliaries, [Hospitality Services](#) manages the newly opened Conference Center and other reservable indoor and outdoor event spaces. When reserving one of these spaces, Hospitality Services is a one-stop shop for event and meeting needs. Staff assists with event logistics such as confirmation and approval of campus partners, handles parking requests and works with Lakeside Catering to ensure a seamless event.

Food and Beverage Options

- [Lakeside Catering](#) is the primary choice for event food and beverage service on campus.
- Meeting and events planners may contract with external food vendors through the America To Go (ATG) system. External vendors are allowed only to deliver to our campus parking lots. They are not allowed to deliver directly to any meeting or event venue.
- Unfortunately, food trucks are not an option until further notice.

Campus Service Providers and Event Approval

For events not running through [Hospitality Services](#), here are some helpful links:

- For space reservations you will find most locations available on [EMS](#) and [ASTRA](#)
- For moving and events including some event rental furniture and equipment [Facilities Management](#) is the first group to contact. They will route your request to [Risk Services](#), [Fire and Building Safety](#), [Environmental Health and Safety](#), and [Public Safety](#) for approvals prior to confirming your event.

Protocol and Special Events

Embedded in External Relations, Protocol and Special Events' primary function is to provide strategic guidance, event oversight and protocol direction for high-level, university-wide or donor related events. For additional resources please visit: <https://specialevents.ucmerced.edu/event-planning-resources>.

We are looking forward to a successful fall semester and thank you in advance for your patience with event processes as we navigate through the coming months.

Kurt Schnier

Interim Vice Chancellor and CFO Kurt Schnier

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