



University of California, Merced  
5200 N. Lake Road  
Merced, CA 95343

## MEMORANDUM

Date: August 12, 2021 (updated Jan. 4, 2022)

RE: Guidelines for University Events

Because of health concerns caused by the COVID-19 pandemic, non-instructional events or gatherings inside UC Merced properties that include more than 50 people will not be held.

This guidance will be in place for at least the first weeks of spring semester, which begins Jan. 18, 2022. This pause may be extended depending on the course of the coronavirus pandemic.

### **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, uses multiple campus services and requires a higher-level approval process.

Meetings for university business purposes are 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**

Given the fluid nature of pandemic, these guidelines may change. Please refer back to the [Campus Ready website](#) for up-to date information.

1. Indoor events are 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 more than 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 irrespective of their vaccination status.
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 university, we are continuing to work toward making the meeting- and event-planning process easier. Last fall, the [University Event 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. Here is some basic information for planning meetings and events.

## **Hospitality Services**

As part of campus auxiliaries, [Hospitality Services](#) manages the 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](#) 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.
- [Food trucks](#) will continue to serve the campus community.

## **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 the [UC Merced Police Department](#) 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>

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