

HOSTING AN IN-PERSON GATHERING

FALL 2020

[Click here to view the Gatherings and Events working group executive summary for guidelines for in-person gatherings.](#)

[Click here to view a full list of campus spaces and capacities.](#)

[Click here to complete the request for an in-person event form in 1850.](#)



University of
Dayton

CONSIDER ALTERNATIVES TO HOSTING AN IN-PERSON GATHERING:
?ZOOM
?DELAY UNTIL SPRING
?CANCEL

RECOGNIZED STUDENT ORGS:
COMPLETE BOTH THE STUDENT ORG EVENT REGISTRATION PROCESS AND THE REQUEST FOR IN-PERSON EVENT FORM.

FACULTY/STAFF:
TALK WITH YOUR DEPARTMENT CHAIR OR SUPERVISOR TO RECEIVE PERMISSION TO REQUEST AN IN-PERSON GATHERING. IF PERMISSION IS GIVEN, GO TO 1850.UDAYTON.EDU.

COMPLETE THE "REQUEST FOR IN-PERSON EVENT" FORM AND SUBMIT. YOUR FORM IS SENT TO THE REVIEW TEAM FOR CONSIDERATION. THIS PROCESS MAY TAKE 7 - 14 WORKING DAYS TO COMPLETE.

IF THE REVIEW TEAM DENIES YOUR REQUEST, YOU WILL BE NOTIFIED AND THE PROCESS WILL BE CONSIDERED COMPLETE.

IF THE REVIEW TEAM APPROVES YOUR REQUEST, THE FORM WILL BE ROUTED TO THE SPACE MANAGER TO DETERMINE AVAILABILITY OF YOUR FIRST PRIORITIZED LOCATION.

THE SPACE MANAGER FOR YOUR FIRST-CHOICE LOCATION WILL REVIEW THE SPACE REQUEST TO DETERMINE AVAILABILITY.

IF YOUR EVENT CAN BE ACCOMMODATED, THE SPACE MANAGER WILL CONTACT YOU TO CONFIRM DETAILS.

IF YOUR EVENT CANNOT BE ACCOMMODATED IN YOUR 1ST CHOICE LOCATION, THE SPACE MANAGER WILL FORWARD YOUR REQUEST TO YOUR 2ND CHOICE LOCATION.

IF YOUR EVENT CANNOT BE ACCOMMODATED IN YOUR 2ND CHOICE LOCATION, THE SPACE MANAGER WILL FORWARD YOUR REQUEST TO YOUR 3RD CHOICE LOCATION.

IF YOU HAVE NOT PROVIDED A 2ND OR 3RD CHOICE LOCATION, OR IF YOUR EVENT CANNOT BE ACCOMMODATED, THE SPACE MANAGER WILL INFORM YOU THAT YOUR EVENT CANNOT BE ACCOMMODATED AND THE PROCESS WILL BE CONSIDERED COMPLETE.

NOTE: CAMPUS SPACES ARE AT A LOWER CAPACITY DURING COVID-19, AND SPACE IS LIMITED. GATHERINGS WHERE THE PRIMARY ATTENDEES ARE STUDENTS ARE GIVEN PRIORITY FOR IN-PERSON GATHERINGS.