The Office of Student Activities, Involvement & Leadership in conjunction with the Colorado School of Mines requires the following protocols and guidelines to be followed for all events hosted by a Mines student club or organization. For more information regarding COVID-19 and campus guidelines, please visit the Mines COVID website. Guidance may be updated as the state, county, and/or CDC makes new recommendations.

An event is classified as any gathering that is not an academic class of more than 10 people or any event off campus.

MINES SAFETY PROTOCOLS

- All participants will abide by the Oredigger Promise, particularly in group events
- Participants who are ill or experiencing symptoms of COVID-19 are prohibited to attend meetings or events
- Face coverings required at all times
- Catering options will be limited. No hot food/drink service; prepackaged or boxed meals may be allowed
- No external guests/speakers allowed on campus
- Must obey capacity guidance
- Events are closed to the public; all events considered “private” for the Mines community
- Maintain 6-foot physical distance between people (Social distancing calculator found here)
- Furniture may not be moved within spaces
- Hand sanitation stations must be present at the entry and exit of event space

MEETING GUIDELINES

- Mines recommends meetings should be held on Zoom/Microsoft Teams/other online platform whenever possible
- Large groups needing an expanded Zoom license by request through ITS
- Some Zoom equipped rooms may be used to facilitate hybrid meetings to host individuals on and off campus. Campus Events staff are available to support this request
- If meeting in person, attendees must maintain social distancing requirements
- All attendees must check in when they arrive at the event and/or have an RSVP list ahead of time. One person must be designated to maintain lists for four weeks post event
- If orgs are meeting with an external employer, organizers will need to work with a representative in the Career Center (careercenter@mines.edu) and have an advisor or professional staff member present (virtually or in person)
- Attendees should wipe down desks/seating space before and after their meeting

EVENT GUIDELINES

- Maximum 100 people outside, face covering required, 6’ distance
- Maximum 50 people (JeffCo Guidance) inside as long as the space is allotted for 50 with social distancing
- 50 attendees must be Mines students/staff; no outside guests
- For every 0-25 individuals present for indoor events and 50 individuals present for outdoor events, one professional staff/advisor or security officer must be present to mandate safety protocols
  - Professional staff members must be listed in event request
  - Exceptions may be granted by the SAIL Staff and/or Campus Events staff depending on the event
  - Depending on the event, SAIL and/or Campus Events may require additional monitors
- All student funded events need to happen on campus; hosting off campus events is not permitted in the exception of service events
  - Service events are limited to 10 people maximum from the organization
  - Service event must follow state and local guidance including appropriate PPE worn
  - Organization must submit a pre-approval to the SAIL Office 5 days before the event. The form is located on the Mines Engage site under Campus Links titled Community Service Request Form
  - No off-campus events or meetings are allowed regardless of the amount of people in attendance
- Green Center is predominantly reserved for academics; most events should happen in the Student Center, however, reach out to Campus Event staff for availability
- Events must follow state and local guidance
- Events must follow Mines guidance
- No travel is allowed

REPRECUSSIONS

Any organization found violating SAIL, Mines, or state mandates will be subject to the following repercussions:

- Frozen accounts/probation
- Organizations won’t be allowed to host in person events or meetings for the remainder of semester or suspension period
- Student leaders of the organization will not be eligible to hold other leadership positions in the same or other organizations
- Organization may be dissolved/de-recognized

LOGISTICS

EVENT ROOM CAPACITIES

Due to the Academic classes being held in event space, the EMS system is not operational. To reserve a room, please email reservations@mines.edu to book your event. The Campus Events staff will help you reserve a space and can also help you with Zoom questions, and any other logistical concerns you might have.

Friedhoff 1 – 96
Friedhoff 2 – 74
Grand Ballroom (ABC) – 94 (114 with some awkward seats; predominantly reserved for classroom use)
Ballroom A/B – 52 (predominantly reserved for classroom use)
Ballroom D/E – 32
Metals – 80
Bunker – 219
Petroleum – 48

ZOOM

Zoom download information found here.

DO YOU NEED A “PRO” ZOOM ACCOUNT?

*information pulled from Mines ITS

By default, beginning Zoom users have Basic accounts, which come with some restrictions. Most notably, Basic Zoom sessions are limited to 40 minutes each.

If you are planning to use Zoom for a meeting or recording that is longer than 40 minutes, please request a Zoom Pro account upgrade by submitting a support request to the Mines Help Center (https://helpcenter.mines.edu). Attention: You must install and login to your Basic Zoom account first before requesting the Pro account.

Note that we have a limited number of Zoom Pro licenses and we periodically reclaim unused licenses. If your Zoom Pro account has been inactive for the past three or four months, it may have been reverted to a Basic Zoom license. If you haven’t used Zoom for awhile, please verify your Zoom Pro license is still in effect:

1. Log into Zoom at https://mines.zoom.us.
2. View your Zoom profile User Type (Pro or something else): https://mines.zoom.us/profile.

If needed, a Zoom Pro license can be applied again upon request, via the Mines Help Center (https://helpcenter.mines.edu).

MINES STAFF SUPPORT

SAIL

If you have questions regarding your organization, account, or other clubs/orgs related requests, please reach out to SAIL staff at sail@mines.edu or one of the staff members below.

Kelsi Streich  Director
Begoña Ruiz Piñeiro  Associate Director for Finance & Operations
Alexandra Demopolous  Assistant Director of Student Engagement
Alexis Lakers  Fraternity & Sorority Life Coordinator

CAMPUS EVENTS

If you have questions regarding your club or organization meeting or event, please reach out to Campus Events staff at reservations@mines.edu or one of the staff members below.

Pete Lovette  Reservations Manager
Brandy Burgess  Director

ADDITIONAL COVID-19 RESOURCES & GUIDANCE
- **CDPHE**: [https://covid19.colorado.gov/](https://covid19.colorado.gov/)