Event Approval Request

Instructions for Application

Please completely read and review the Clackamas Community College **Return to Campus Plan**. Additionally:

- All programs, departments, events, and student related activities wishing to return to campus, must fill out an application at least 4 weeks prior to the date of intended event.

- For small changes in the application such as days or time communicate via email with your division dean and Events and Conference Services.

- Some of the following questions on the return to campus application may not be relevant to your request. You may say N/A or give a different description that you feel is needed and relevant information in processing this application. We are unable to create a one size fits all application but are flexible and consider what information we are able to review.

- Restrictions related to physical distancing or wearing of masks may change based on Clackamas County Health Department recommendations and changes to institutional policies.
- Requests for events or activities to reduce physical distancing from 6 feet to 3 feet, must meet the following criteria:
  - Events or trainings where it is difficult for students to do work in class or meet program outcomes with 6' distancing.
  - Events or trainings that are prohibitively expensive with 6' distancing, e.g. science labs.

For resources related to Teaching and Learning, please refer to the following links:

- Daily Self Checklist (https://www.clackamas.edu/docs/default-source/general-forms-anddocuments/coronavirus-daily-self-health-checklist.pdf

- Guidance for Policies (https://www.clackamas.edu/docs/default-source/general-forms-and-documents/guidance-for-covid-19-policies-non-compliance.docx)

All location requests are subject to change. Events and Conference Services will notify you of any change. To maintain current distancing requirements, locations will be limited to outdoor areas and indoor areas where safe distancing can take place. Number of participants will be limited depending on space used and limitations may also be adjusted by Events and Conference Services based on the current Oregon Health Authority Sector Risk Level Guidance Chart.

Events and Conference Services reserves the right to cancel any event at any time depending on the current state of the Covid pandemic as determined by current Oregon Health Authority, state and county recommendations.

Note for Wilsonville Facility Users: This event will display as the main event title for the event on all reader boards and event listings. If you do not want your reservation to display on the reader board, check the box below:

☐ *Do not post to reader board*

☐ **THIS EVENT REQUEST IS URGENT!** (Wilsonville Campus only)

Please fill in and complete the following:

1. Content/Subject and Title Event:	

2. Campus Location:	**3. Expected Number of Participants**
4. Contact Name and Email:	**5. Date(s) and Time of Event:**
6. Unlock Time and Lock Time:	**7. If Event Repeats, Enter Details Here:**
8. Building Name and Room Number Being Requested:	**9. Billing Contact Name and Email**
10. Organization Type (Nonprofit, For-profit, Private, Government, Other)	**11. What equipment are you bringing to your event, if any? Does equipment require any special licensing for commercial use?** ☐ Yes ☐ No

12. Please select any resources requested:
☐ PA System ☐ Conference Phone ☐ Materials Table ☐ Media Cart (projector, computer) ☐ Podium
☐ Catering Tables ☐ Docucam ☐ Video Conference Room ☐ Easels (you will need to bring your own paper)

13. FTE Collection:
Thank you for choosing Clackamas Community College (CCC) for your event. Are you providing an educational training opportunity or information that can enhance your staff's ability to do their job? As a community college facility, we provide and support the ongoing training and education of our workforce We partner with the state to support and record all trainings and workshops that take place on our college campus. Outlined below is the information we need from you in order to meet these requirements and capture the important trainings being offered within Clackamas County.

1. **Training/Workshop Description-** Please provide a description of the content of your training/conference. What skills, policies and/or procedural updates are you providing to continue the education of your staff?

2. **Registration Information-** Please complete the attached registration roster for each participant in attendance
Each student will need to supply:
o **Full name**
o **Birth date**
o **Address**
We do not share personal information or use participant information for any purpose other than FTE reimbursement from the State.

14. Based on the Return to Campus Plan, please check all that apply to your plan.:

☐ 6ft. physical distancing
☐ 3 ft. physical distancing
 Please explain whether part or all of your class will be using 3 ft. distancing and list the criteria number listed in the instructions that applies to your request:

☐ Masks
☐ Gloves (for classes where equipment, tools or instruments may be shared)
☐ Other PPE
  Please describe:
☐ Daily attendance or seating chart, for contact tracing
☐ Required self-health check
  Describe how you will confirm students have completed their self-health check before coming to campus:

☐ Cleaning tools, equipment, etc.
☐ COVID-19 related information in the course syllabus
☐ Plan for ensuring physical distancing during student breaks
☐ Plan for communicating with students' expectations and protocol for class related to COVID-19

Additional Comments:

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15. How many participants (*students, instructors, aides, and others*) will be in the space face to face at one time *(have you considered occupancy and physical distancing)*?

Application Submittal Process:

Requestor, email your application Events & Conference Services
(Events@clackamas.edu)

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Events will send to Division Dean, who puts application in Curriculum and Scheduling folder.

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Curriculum and Scheduling informs division dean and Events & Conference Serives of results of their review.

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Division Dean will communicate back to Events & Conference Services on application status and details.

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All NON sectioned events, such as class related activities must be entered in 25Live AFTER application approval.

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Contract written and sent to requstor.