

**\*\*UPDATED 10/15/2020\*\***

Our official reopen date for events is 8/24/2020, with hours 6:30am-6:30pm. Should your event go later than 6:30pm, we can discuss options.

**New Room Layouts and Capacities. Layouts will not be changed unless in a lobby space.**

**\*\*If you are adding equipment to a room (easels, tables for food, poster boards) your capacity may decrease.**

<b>Room</b>	<b>Capacity</b>	<b>Set Up</b>
Room A	3	Classroom
Room B	1	Conference
Room C	4	Classroom
Room D	2	Classroom
Room E	2	Classroom
Room F	1	Ushape
ECR	2	Conference
Auditorium	19	Theater
313	9	Classroom
1st floor lobby	TBD based on event; 25 at most	TBD based on event

**The maximum capacity for a meeting or event that is not an academic course, is 25 people.**

All guests must wear appropriate face covering when in common spaces of the SFC or MERB (hallways, restrooms, lobby spaces, elevators/stairwells, shared office spaces).

In MERB locations you may be subject to temperature checks.

All seating will be physically distanced and chairs/tables cannot be moved once in the space.

All food must be prepackaged, such as boxed lunches.

Cleaning and sanitization procedures will be in place.

Please clean/sanitize your hands before and after the event.

Health monitoring - All students/faculty/staff will have a personal responsibility to monitor and evaluate their own health prior to attending an event. Anyone experiencing COVID-19-related symptoms should not attend an event, regardless of their role in the program.

For additional/detailed information please click the links below and visit the [Return to Campus tab in TUPortal](#) for more information.

<https://www.temple.edu/coronavirus>

**Reasons an event could be approved:**

- 0-25 people (indoor) and 0-50 people (outdoor)
- Less than 3 presenters
- AND faculty/staff or student attendees

**Events may be approved or denied depending on the combination of needs and the event specifics. These will require further planning:**

- Attendees are outside guests
- Having approved food at an event
- Will be networking
- Will be in small group breakouts
- Will require additional equipment (tables, webcams, poster boards, easels, medical equipment for training)

**Reasons an event would be denied immediately:**

- Any headcount over 25 (indoor, location appropriate), or 50 (outdoor)
- Playing of wind or brass instruments (other instrumentation may be approved with cloth face coverings and appropriate distancing, e.g. jazz trio (percussion, keyboard, bass)).
- Singing
- Dancing - until further guidance by health officials is developed

**This chart will help you identify if your event meets the criteria to be hosted in person.**

Activity	Yes	No
Number of presenters below 3?		
Number of attendees 0-25		
Number of attendees 0-50 (outdoor only)		
Are attendees faculty/staff of the university?		
Are attendees students?		
Are attendees outside guests?		
Are you having food at your event?		
Will you be singing, playing instruments, or dancing?		
Will you be moving around to network at your event?		
Will your event include small group break outs of 5 or more people?		

Will your event require extra equipment such as a stage, poster boards, tables, or easels?

--	--