

Collins LLC Programming Guidelines 2020-21

IN PERSON AND VIRTUAL EVENTS:

- All events need to be approved through Community Council
 - This assures they get on the Collins calendar
 - This allows CC to make recommendations and provide policy information if applicable
 - CC will meet through Zoom (Tuesdays, 11 am – Zoom link in Gnome News)
 - Make sure your students know there is a 7-day period after approval before event can take place to allow for publicity
 - The CC form is in the duty office or on the Collins website at <https://collins.indiana.edu/forms/space-request-form.html>

IN PERSON EVENTS:

- *If your event is planned for over 15 people, you **must register it through IU and have it approved before advertising it anywhere.***
 - Please see City of Bloomington [Executive Order 20-03](#). **Gatherings held at personal residences (on or off the Indiana University campus) are limited to no more than 15 persons.**
 - <https://autm-fireform.eas.iu.edu/online/form/index/fall2020request>
 - Please consult with staff **before** submitting an event.
 - You should hear back within/up to 10 business days of your submission.
- In-person events (both indoor and outdoor) should be minimized whenever possible and consideration of a virtual event as a first option is highly encouraged.
- Outdoor events are strongly encouraged over indoor events if an entirely virtual event is not feasible.
- Indoor and outdoor events have mandated attendance caps:
 - 14 Coffeehouse
 - 15 Formal Lounge (up to 15-32 when registered through IU)
 - 15 Courtyard
 - 7 Library
 - 15 Clubhouse Lounge (up to 20 when registered through IU)
 - 6 Clubhouse Cinema
- Virtual experiences for those who cannot or should not attend in person are required when possible (online calendar will indicate if a virtual component is available)
- You may also want to consider hosting your event in an Open Air Venue outside of Collins. Learn more about reserving an Open Air Venues at IU: <https://www.iuauditorium.com/events/open-air-venues>
- **All events must have a sign up to work within space cap limits.**
 - Students planning the events are required to create and maintain their own sign up list
 - Google forms and QR codes are a great tool for this
 - Include in the form your event name, your event date and time, maximum number of people allowed to sign up, and spaceS for students' names and students' e-mail addresses. If this is an event only open to LLC members, make sure to note that on your sign up.

- IU personal precautions and public health precautions for both indoor and outdoor events must be followed.
 - Maintain physical distance of at least 6 feet from others.
 - Wear face coverings as appropriate. ([See IU's guidance on wearing face coverings.](#))
 - Wash hands often with soap and water for at least 20 seconds. If water is not available, use hand sanitizer with at least 60% alcohol.
 - Avoid touching your eyes, nose, or mouth with unwashed hands.
 - Avoid contact with people who are sick.
 - Stay home while sick and avoid close contact with others.
 - Cover your mouth and nose with your elbow or a tissue when coughing or sneezing, and immediately dispose of the used tissue.
 - Utilize secondary handwashing or sanitizing stations that are set up with either hand sanitizer or wipes/towelettes.
 - Avoid hand-shaking to reduce the spread of germs.
- **Attendance must be taken for contact tracing purposes (name and e-mail required).**
 - Upon completion of event, send attendance sheet to Leigh Davis at cllc@indiana.edu
- Sanitize any tables, chairs, whiteboards, markers before and after use.