

## APPLICATION FOR CAMPUS ACTIVITIES AND EVENTS

### Academic Year 2020-21

*All college-related activities and events, both on-campus and off, will be reviewed on a case-by-case basis based on the current State and CDC recommendations at that time and must be approved by the appropriate vice president and president.*

Name of Applicant/Organization:

Contact Person:  Phone Number:

Email Address:

Day/Date(s):  Time(s):

Number of people expected to participate:

Detailed description of on campus activity or event (including area(s) requested, campus, building, room number, etc.):

If activity or event is off campus, where will it take place and what are the travel arrangements (including plan for social distancing and facial coverings in travel)?

Please describe how you will follow social distancing plans as stipulated by the current CDC guidelines.

☐ I have read and understand the latest version of the NOC Pandemic Response Plan. I agree to follow the plan's guidelines.

Signature of Applicant:

Campus VP:  Immediate Supervisor:

President:  Supervising VP:

**Once approved, follow all normal scheduling steps to reserve facilities on campus. Complete all the required forms and approvals for travel and to reserve a vehicle.**

Use the following links for guidelines when planning the event.

<https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>  
<http://www.noc.edu/emergency/>

(Revised 9/17/20)