

Return to Campus Recommendations and Decisions

Question/Observation	Recommendation/Decision	Approval Process	Communication Process and Completed?
<p>Internal and External Events</p>	<p>Requests to utilize campus facilities must first identify as one of three categories:</p> <ol style="list-style-type: none"> 1) Internal Events (student-focused events, internal meetings & events like Inservice, athletics, fundraisers, music festivals, theatre, etc.); 2) Sponsored Events (High School Partnership events, CTE events, veteran support groups, Clackamas Fire, Tree School, etc.); 3) External Events (organizations/individuals renting our facilities). <p>Requestors must complete the following prior to using campus facilities:</p> <ol style="list-style-type: none"> 1) <i>Internal Events</i>: CCC Return to Campus Request form. 2) <i>Sponsored Events</i>: Reservation Request form. 3) <i>External Events</i>: Reservation Request form. <p>The following will then be considered:</p> <ol style="list-style-type: none"> 1) Current county risk level (low, moderate, high, extreme): <ol style="list-style-type: none"> a. High or extreme risk: <ol style="list-style-type: none"> i. Internal event requests (participants only) approved on case-by-case basis. ii. No sponsored or external requests will be considered. b. Low or moderate risk: <ol style="list-style-type: none"> i. Internal events with attendees will be considered based on occupancy rates and other guidelines set by OHA. 	<ul style="list-style-type: none"> • Return to Campus Consensus (yes) • Executive Team (yes) 	<ul style="list-style-type: none"> • TBD

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	<p>ii. Sponsored and external events with attendees will be considered based on occupancy rates and other guidelines set by OHA AND:</p> <ol style="list-style-type: none"> 1. Priority for space is given to student related instruction and activities; 2. Appropriate staffing levels at building/campus location must be available. Priority for sponsored events before external events; 3. All external event requests will follow established Facility Use Fee structure; 4. Any event cancelled due to COVID-19 will be refunded. <p>2) Number of activities/events already scheduled at each campus location:</p> <ol style="list-style-type: none"> a. If all criteria are met, the review team will determine whether there is capacity/allowable occupancy to hold an event on campus (determined by how many other activities and number of people already scheduled). If approved, scheduling will be determined on a first-come, first-served basis as campus occupancy/activity level allows. <p>3) All requests will follow the current review process (Dru, Bob, Tom, deans). Deans will connect with impacted directors (most notably Harmony and Wilsonville) as needed.</p>		