

Sponsored Event Approval

Please visit our Return to Campus Webpage prior to filling out request:
<https://www.clackamas.edu/return-to-campus> and review the
[Return to Campus Guide](#).

How to:

1. Fill out form with as many details as possible. Events and Conference Services staff can assist with rental fee information.
2. Return to Events and Conference Services. They will send to the Deans for approval/denial.
3. Deans will send back to Events and Conference Services at least 2 weeks prior to requested date.
4. Events and Conference Services will let you know if approved or denied.

Outside Organization Requesting Space:

Outside Organization Representative:

Sponsoring Department:

CCC Department Contact Name:

Ext:

Event Title:

Event Date(s):

Space(s) Being Requested:

Reason for Sponsorship:

Are College Employees or CCC Students specifically invited to this event? Yes No

Does this event require special setup such as tables and chairs? Yes No

Name of person representing the college during event?

(We encourage a college representative be present, but is not required. However, a college representative must be available to contact by phone for the entire event)

Cell phone number of college representative:

Rental fees waived: \$

Total Custodial Fees Charged to Sponsored Group:

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.

Approvals/Denials can take up to 4 weeks. Requests prior to that time will not be accepted.

Name of Dean:

Signature of Dean:

Date:

Based on the [Return to Campus Plan](#), please explain your plan for physical distancing, PPE usage and other protective measures:

Explain how you will respond to each of the following:

Attendance/tracking of participants will be completed (this is needed for contact tracing):

Explain how you will ensure participants are aware of the required daily self-health check (participants and instructors):

Explain plan for ensuring personal protective equipment (social distancing, mask wearing) and other protective measures:

Explain ensuring safety for participant breaks:

Cleaning tools, equipment etc. needed:

COVID 19 related information in event communication:

Other:

How many participants (*students, instructors, aides, and others*) will be in the space face to face at one time?