



## Sponsored Event Approval

### Instructions for Application

Please completely read and review the Clackamas Community College [Return to Campus Plan](#). Additionally:

- All programs, departments, events, and student related activities wishing to return to campus, must fill out an application at least 4 weeks prior to the date of intended event.
- All events, must be requested in 25Live AFTER application approval. Events and Conference Services will then alert custodial staff and College Safety of your presence on campus for unlocks and additional cleaning, if necessary. You are responsible for requesting PPE, such as hand sanitizer and masks, from Campus Services via Facility Work Order.
- For small changes in the application such as days or time communicate via email with your division dean and Events and Conference Services.
- Some of the following questions on the return to campus application may not be relevant to your request. You may say N/A or give a different description that you feel is needed and relevant information in processing this application. We are unable to create a one size fits all application but are flexible and consider what information we are able to review.
- Restrictions related to physical distancing or wearing of masks may change based on Clackamas County Health Department recommendations and changes to institutional policies. These changes would not occur once a term has begun. Instructional areas,
- Requests for events or activities to reduce physical distancing from 6 feet to 3 feet, must meet the following criteria:
  - Events or trainings where it is difficult for students to do work in class or meet program outcomes with 6' distancing.
  - Events or trainings that are prohibitively expensive with 6' distancing, e.g. science labs.

For resources related to Teaching and Learning, please refer to the following links:

- Daily Self Checklist (<https://www.clackamas.edu/docs/default-source/general-forms-anddocuments/coronavirus-daily-self-health-checklist.pdf>)
- Guidance for Policies (<https://www.clackamas.edu/docs/default-source/general-forms-and-documents/guidance-for-covid-19-policies-non-compliance.docx>)

**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.**

Please fill in and complete the following:

1. Reason for Sponsorship:	
2. Sponsoring Department:	3. Outside Organization Requesting Space:
4. CCC Department Contact Name:	5. Event Title:
6. Outside Organization Contact Name and Email:	7. Date(s) and Time of Event:
8. Building Name and Room Number Being Requested:	9. CCC Requestor Contact Number:
10. Rental Fees Waived:	11. Custodial Fees Charged to Sponsored Group:
<b>12. FTE Collection:</b> Hosting departments are responsible for the collection of FTE where applicable.  Is this event eligible to collect FTE? <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, please assign a designee to collect the following information via FTE Collection Roster which includes: <ul style="list-style-type: none"><li>• Course Description and what's covered in the training</li><li>• A participant roster filled out by participants</li><li>• Submit form to <a href="mailto:CommunityEducation@clackamas.edu">CommunityEducation@clackamas.edu</a> after the event</li></ul>	
<b>13. Based on the <a href="#">Return to Campus Plan</a>, please check all that apply to your plan.:</b>  <input type="checkbox"/> 6ft. physical distancing <input type="checkbox"/> 3 ft. physical distancing <i>Please explain whether part or all of your class will be using 3 ft. distancing and list the criteria number listed in the instructions that applies to your request:</i>  <input type="checkbox"/> Masks <input type="checkbox"/> Gloves (for classes where equipment, tools or instruments may be shared) <input type="checkbox"/> Other PPE <i>Please describe:</i> <input type="checkbox"/> Daily attendance or seating chart, for contact tracing <input type="checkbox"/> Required self-health check <i>Describe how you will confirm students have completed their self-health check before coming to campus:</i>  <input type="checkbox"/> Cleaning tools, equipment, etc. <input type="checkbox"/> COVID-19 related information in the course syllabus <input type="checkbox"/> Plan for ensuring physical distancing during student breaks	

Plan for communicating with students' expectations and protocol for class related to COVID-19

Additional Comments:

**14. How many participants (*students, instructors, aides, and others*) will be in the space face to face at one time (*have you considered occupancy and physical distancing*)?**

**Application Submittal Process:**

Requestor, email your application to your Division Dean and copy Events & Conference Services (Events@clackamas.edu)



Division Dean puts application in Curriculum and Scheduling folder.



Curriculum and Scheduling informs division dean and Events & Conference Services of results of their review.



Division Dean will communicate back to requestor on application status and details.



All NON-sectioned events, such as class-related activities must be requested in 25Live AFTER application approval.



Submit a Facility Work Order (click on COVID Supplies) if you need gloves, sanitizer, etc.

\*If you did not turn your application into a Division Dean because that was not applicable, your supervisor or a return to campus team member will communicate back to you about your application status and next steps.