Student clubs & organizations are able to host in person events on and off campus so long as they follow the recommended best practices outlined here:

Reservations and Pre-event Planning
- An event is defined as anything taking place on or off campus that is not a class.
- All on campus and off campus events need to be reserved through 25Live.

Off Campus Events
- Each CPP student must complete the Student Travel Release Notice & Release, Hold Harmless
- and Informed Consent Forms
- Clubs must upload each signed form, and an attendance list, to the Off Campus Event Document
- Upload Form on myBAR.

Large Scale Events (200 guests or more)
- Any on-campus or off-campus event with 200 guests or more may need to have a pre-planning meeting with Task Force. The Task Force will contact you if they would like to review your event.
- For large events or events with high-touch areas, sanitizer should be available throughout the event area.

Face Coverings & Healthy Distancing
- All events must follow the campus guidelines regarding face coverings and masks.
- Healthy distancing is recommended and encouraged as a best practice, especially for indoor settings, but it is not currently mandated by public health or other regulatory agencies. Please refer to the campus guidelines regarding physical distancing.

RSVPs & Use of Health Screening
- All events must maintain an attendee list which includes attendee name, email, and phone number. A copy of the list must be retained until 2025 following the event. Clubs should maintain this attendance list as part of their event in myBAR. Please contact sels@cpp.edu for additional support.
  - If after your event, you have more Student Travel Release Notices & Release, Hold Harmless and Informed Consent Forms, please submit a second Off Campus Event Document Upload Form.
- Events or activities that will have off-campus guests attending will need to do the following items:
  - Supply an email address of the organization scheduler/event contact t that can be used by the visiting guest(s) to be entered into the guest screener.
  - At check-in to event have off-site guests show on paper or digitally confirmation of completed health screener.
- All event correspondence for in-person events should include the following screening message: *Please do not attend the event if you are experiencing any COVID-19 symptoms or are under quarantine or isolations orders. If you have experienced a COVID-19 incident within two weeks of visiting Cal Poly Pomona, please get in touch with healthscreener@cpp.edu immediately upon knowledge.*

Food & Beverage
- Food & beverage is allowed at events.
- Please review the Environmental Health & Safety website for regulations.

Event Space Cleaning & Personal Protective Equipment (PPE)
- U-hour events should end at 12:50 to allow time for the next class to access the room.
- Clubs needing set-up and break-down time should utilize the "Additional Time" feature in 25Live
- Before your event, you must discuss cleaning protocols with the event venue.
- Please email sels@cpp.edu to schedule your event cleaning protocol meeting.
- PPE such as masks and hand sanitizer should be available at check-in or event entry area.