

Greetings Ram Family and ASU Reservations Customers:

As we all gear up for the Fall 2020 return to campus, the ASU Reservations Team is excited to announce that we are making plans now to resume facility reservations at Angelo State University in support of your campus meeting and programming needs. While we understand the important role events and gatherings play in the enhancement of the curricular and co-curricular experience, the health, safety, and well-being of the entire Ram Family remain paramount. As such, you can expect to see some changes to our familiar spaces and amenities this fall as we work to provide the best campus experience with your health and safety in mind.

Some of the changes you will see include:

- Reduced capacities in meeting rooms and event spaces
- Extended turnaround time between reservations to accommodate increased sanitization of touchpoints and furniture
- More rooms operating with fixed set-ups
- Signage, floor markers, and traffic indicators in common areas of campus
- A daily wellness screening to access dining, meeting, and event spaces
 - [Student, faculty, and staff wellness screening](#)
 - [Visitor wellness screening](#)
- A requirement, per [policy](#), to wear facial coverings while on campus or in university facilities

Whenever possible, we encourage offering events and gatherings virtually or in a hybrid format; and please rest assured, we are here to assist you in developing your event either way.

- The ASU Reservations Team is here to assist you with your live or virtual event scheduling
- The Events Management Team is here to assist in the development of the layout, traffic plan, and audio/visual needs for your live or hybrid events, as well as to provide support services throughout the event.

In accordance with the recently implemented [TTUS Campus Event Policy](#), requests for live events and gatherings larger than 10 participants (including event host/planner) will be considered on a case-by-case basis weighing such factors as risk assessment, campus priority, and support of the campus mission.

Guidance applicable to all reservations:

- All meetings, events, and gatherings on campus or in university facilities should be requested through the [Reservations site](#)
- Requests will be considered in the order in which they are received; however, reservations will not be confirmed more than 6 months in advance without administrative approval
- While the Special Events staff will be onsite to provide facility and event services throughout your reservation, the host/planning department has the following responsibilities to ensure appropriate capacity, social distancing, and wellness screening protocols are followed throughout the reservation:
 - Maintain attendance no greater than the assigned capacity of the space reserved
 - Monitor event to ensure consistent social distancing and facial covering usage
 - Provide staff and plan for university-approved screening process
 - Provide staff and plan for response to guest indicating symptoms
 - Maintain a guest list of attendees on file for at least 90 days to be made available upon request should there be a need for contact tracing
 - Provide final attendee list via email to Risk Management via EHSRM@angelo.edu or uploading to OnBase.

With the health and safety of the Ram Family and ASU guests as our top priority, we will continue to follow [local, state, and federal guidelines](#). In some cases, ASU policies may be more restrictive than state and local guidance.

Please note that as circumstances change, all reservations are subject to change or cancellation in the interest of campus health and at the discretion of the university.

We will begin a review and re-evaluation of all current reservations and reservation requests in consideration of the new protocols and [TTUS Campus Event Policy](#). Over the coming days, you will receive correspondence from the Reservations Team specific to your reservations and reservation requests along with guidance about the additional information required at this time. We appreciate your patience and understanding while we all work together to provide a safe and welcoming campus experience for the Ram Family.

We are excited to see the Ram Family back on campus this fall and will be ready to assist you with your campus space reservation needs when you arrive.

ASU Reservations Team
Special Events Facilities & Services
Reservations@angelo.edu
325-942-2021