Policy on Events and Gathering

*Updated May 13, 2021*

Anyone wishing to organize an in-person meeting or event, on or off-campus, must complete the [UCSF Events and Meetings Exemption Request Form](#).

**Off-Campus Events**

*Outdoor Or Indoor Small Gatherings (restaurant, park, or someone’s home)*

- All group meetings and events must be **limited to a maximum of two hours**
- All *indoor* events must be limited to 25 people or less
- All *outdoor* events must be limited to 75 people or less
- UCSF students, faculty, staff (no guests).
- Food and drink are allowable in accordance with local guidelines* and in accordance with [BUS-79 Policy](#).
- The social distancing of 6 feet at all times (at a park or someone’s home).
- Food must be individually wrapped for each attendee, with no sharing of food or food equipment.
- Host(s) should ensure:
  - all attendees are either vaccinated or have had a negative COVID test within the last 72 hrs.
  - Wearing face coverings when not eating and drinking.

* Follow the vendor’s guidance for social distancing, wearing of masks, and other COVID rules.

**On-Campus Events**

*Outdoor or Indoor Events:*

Information about campus event locations can be found [here](#).

- All group meetings and events must be **limited to a maximum of two hours**
- All *indoor* events must be limited to 25 people or less and all *outdoor* events must be limited to 75 people or less
- **For outdoor events**, all event attendees will be required to show their daily health screen pass to the host before entry and wear a wristband.
- **For indoor events** with food and beverages, all attendees are required to be either be fully vaccinated or provide proof of a negative COVID test taken within the last 72 hours. All attendees are also required to show their daily health screen pass to the host before entry and wear a wristband (provided at a cost from the vendor).
- Food must be individually wrapped for each attendee, with no sharing of food or food equipment.
- Outdoor or Indoor Events wear face coverings at all times except when eating and drinking and maintain at least 6 ft. social distancing at all times.

If you wish to serve alcohol at your *indoor on-campus event*, please fill out the [alcohol request form](#) (subject to Special Use Area Guidelines). Note: alcohol is only permitted after 4:30 pm in some special use areas. Alcohol is not permitted in *outdoor spaces on-campus* unless an exception is granted from [Risk Management](#) and a licensed bartender is serving it.

If you have any questions please do not hesitate to contact [Simon.Schuster@UCSF.edu](mailto:Simon.Schuster@UCSF.edu) 415 502 060 or [zoom call](#).