



Office of Student Leadership & Involvement | West Chester University | 110 W. Rosedale Avenue, Suite 238
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MEMORANDUM

Date: October 7, 2021
To: West Chester University Student Organization Presidents and Faculty/Staff Advisors
From: Dr. Leah Tobin, Office of Student Leadership & Involvement
RE: Student Organization Use of Academic Building Space

In our on-going efforts to provide a safe and healthy environment during the COVID-19 pandemic, continue to mitigate the risk of community spread, and maintain in-person instruction, adjustments need to be made regarding in-person organization activities in accordance to the University's [Scenarios of COVID-19 Transmission](#). It is important to note that while the campus remains in [green status](#), the surrounding community has reached orange level transmission and there have been several reports of non-compliance with the University's indoor mask requirement.

Therefore, the following changes are effective *Friday, October 15, 2021* and will remain in place until further notice.

- **All student organizations hosting meetings, activities and events in academic buildings must have an advisor present in person or via Zoom weekdays after 4:30pm and on weekends. *This does not apply to reservations in Sykes, Swope or Campus Rec spaces.***
- **If an advisor cannot be present, the meeting must be held via Zoom. If it is found that an advisor is not present and the organization is out of compliance with this policy, remaining reservations will be canceled for the semester.**
- **Advisors will be asked to submit the [Advisor Agreement Form](#) to confirm their attendance at the meeting or event no later than Monday, October 18th, 2021 or the reservation will be canceled.**

Student organization leaders and members are encouraged to attend the SGA Town Hall with University cabinet on Tuesday, October 12th at 7:15pm. Questions are to be submitted via [this form](#) as soon as possible, and please [register here](#).

We believe in your ability to continue to adapt and work towards our mutual goal of keeping the campus community safe. With your help we can preserve in-person instruction while providing an engaging and enriching co-curricular experience. Please keep in mind that in this ever-evolving pandemic, additional modifications may be necessary. Any future modifications or updates will be based on the [Scenarios of COVID-19 Transmission](#) document and will be communicated to our community.

Questions about this policy can be directed to the [Office of Student Leadership & Involvement](#).