• Pages 3-6: Policy Addenda for Fall 2020
• Pages 6-20: Room layouts for Fall 2020
**PSU - Socially Distanced Room Layouts and Capacities**

Pictures of room set-ups can be viewed at the end of this document

* All information is subject to change *

<table>
<thead>
<tr>
<th>Room #</th>
<th>Room Name</th>
<th>Layout</th>
<th>Capacity*</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>New River</td>
<td>Conference</td>
<td>10</td>
</tr>
<tr>
<td>102</td>
<td>Watauga River</td>
<td>Conference</td>
<td>10</td>
</tr>
<tr>
<td>122</td>
<td>Roan Mountain</td>
<td>Classroom</td>
<td>15</td>
</tr>
<tr>
<td>137</td>
<td>Grandfather Ballroom</td>
<td>Offset Classroom</td>
<td>96</td>
</tr>
<tr>
<td>155</td>
<td>Tater Hill</td>
<td>Offset Classroom</td>
<td>12</td>
</tr>
<tr>
<td>169</td>
<td>Three Top Mtn.</td>
<td>Classroom</td>
<td>9</td>
</tr>
<tr>
<td>201</td>
<td>Blue Ridge Ballroom</td>
<td>Offset Classroom</td>
<td>90</td>
</tr>
<tr>
<td>226</td>
<td>Linville Falls</td>
<td>Classroom</td>
<td>28</td>
</tr>
<tr>
<td>242</td>
<td>Linville Gorge</td>
<td>Offset Classroom</td>
<td>14</td>
</tr>
<tr>
<td>319</td>
<td>Bass Lake</td>
<td>Conference</td>
<td>8</td>
</tr>
<tr>
<td>413</td>
<td>Linn Cove</td>
<td>Conference</td>
<td>8</td>
</tr>
<tr>
<td>415</td>
<td>Rough Ridge</td>
<td>Classroom</td>
<td>9</td>
</tr>
<tr>
<td>417</td>
<td>Beacon Heights</td>
<td>Classroom</td>
<td>9</td>
</tr>
<tr>
<td>420</td>
<td>Parkway Ballroom</td>
<td>Classroom</td>
<td>45</td>
</tr>
</tbody>
</table>

*Capacity is for seating and does not include instructor/presenter*

Student clubs and organizations may hold in-person meetings, activities, and events that follow CDC guidelines, North Carolina Executive Orders, and Appalachian State University policies related to COVID-19. These can occur on- and off-campus. Within Engage, student leaders are expected to create these meetings, activities, and events, identify the small group of in-person participants using the RSVP feature, and track attendance to support contact tracing.

**THE PSU WILL OPERATE WITH THE FOLLOWING AMENDED RESERVATIONS UNTIL FURTHER NOTICE:**

Academic obligations will take precedence over all other reservations.
**WEEKLY MEETINGS:**
Weekly meetings for student organizations are limited to 1 hour, and all social distance/face covering requirements will be enforced. The rooms where weekly meetings can occur are:

- New River
- Watauga River
- Grandfather Ballroom
- Roan Mountain
- Three Top Mountain
- Blue Ridge Ballroom
- Linville Falls
- Linville Gorge
- Bass Lake
- Linn Cove

Weekly meeting times are prescribed by room so that arrival/departure times will be staggered.

**ONE-TIME MEETINGS / EVENTS:**
The rooms where one-time events and meetings can occur are:

- **All day**
  - New River
  - Watauga River
  - Bass Lake
  - Linn Cove

- **After 5pm**
  - Parkway Ballroom (after all classes end for the day)
  - Beacon Heights
  - Rough Ridge

- **Friday evenings, Saturdays, and Sundays only**
  - Grandfather Ballroom
  - Parkway Ballroom
  - Linville Falls
  - Blue Ridge Ballroom

  Solarium & Whitewater reservations will be considered on a limited basis

Updated August 2020
Additional items:

- All rooms in the Student Union have been set up to provide social distance of six feet. Any group who rearranges table and chairs or removes plastic wrap from blocked tables will be subject to a fine and will IMMEDIATELY lose reservation privileges. Meeting attendees are responsible for sanitizing their seat/table area with provided materials before the beginning of each meeting.
- AV support is limited, and groups will be held liable for damage to AV equipment. Any AV equipment that is damaged should be reported to the Information Desk immediately.
- All events involving food are subject to approval by the Chancellor’s Office or designee.
- Attendance at meetings and events are limited to members of the Appalachian community (students, faculty, staff). Members of the general public are not permitted as event attendees.
- Off-campus guest speakers are limited per meeting and subject to approval.
- Meeting attendees are responsible for sanitizing their seat/table with the provided materials before the start of each meeting.
- Student organizations are expected to track meeting attendance by creating events in Engage.

Outdoor Reservations:

Weekly gatherings or meetings may not be reserved
One-time special events or contact tables may be reserved
Contact Tables - Revised Policy 2020-2021

Due to the challenges of COVID-19, the PSU Contact Table Policy is temporarily revised to include the following policies (Note: all existing contact table policies are in effect with the following exclusions / revisions):

For Cascades and Solarium lobby (contact tables 3-8)

- It is imperative to follow all campus standards related to sanitation, face coverings, and distancing in relation to contact tables as outlined by Appalachian State University.

- 1-2 people are allowed to represent a club per contact table. 2 people are only allowed under the condition that all community standards are maintained, including proper space between tables and representatives of other organizations hosting the neighboring table.

- The PSU maintains the right to discuss, negotiate and/or cancel certain activities deemed unsafe for the Appalachian community. If necessary, the first attempt of negotiation will always include working with the club to co-revise an activity to be safer for PSU patrons.

For Grandfather Hallway (contact tables 1 & 2)

- Contact Tables 1 & 2 will be available for display purposes only; this means no club representative is permitted in these areas due to volume of traffic.

- Sponsoring organization is required to initially check-in and is responsible for removal of items; in the case of these tables only, it is permissible to leave items overnight.

- The PSU is not responsible for any displays or materials left unattended. Reminder that locked display cases in the International Hallway are available for reservation as well.

Note: Outdoor contact tables remain the same
Linn Cove