

ASAP Space Use COVID 19 Guidelines

In response to the COVID 19 pandemic, the ASAP space has established the following guidelines in line with the university's requirements for hosting events on campus. When preparing for your event, please review the [COVID-19 University Events Guidance Overview](#) prior to submitting your space request. Event guidance is broken down into the categories:

- Safety Plan
- Capacity
- Social Distancing
- Masking
- Eating and Drinking
- Vaccination
- Monitoring
- Screening

Below is our synthesized information of the website, however, please visit the guidelines to ensure compliance.

COVID-19 MONITOR:

Each event must have a **COVID-19 Monitor** to ensure:

- Social distancing for indoor events involving eating and drinking as well as adherence to current UIC masking requirements.
- The COVID-19 monitor must also ensure the [Daily Pass](#) of all UIC attendees is checked and a health screening is conducted for all non-UIC guests. See how to use Daily Pass [here](#).
- The COVID-19 monitor should retain the name, UIN, email, and phone number of attendees if needed by contact tracers.

Click [here](#) for more information on guidelines and event request submission. For tips on monitoring your event (event pass, etc.) see the links at the bottom of Center for Student Engagement space request [webpage](#).

Space Reservations:

[AHS Buildings:](#)

To reserve space in AHS buildings (ASAP, AHSB, etc.), a space reservation request must be submitted as well as the event request form. All AHS student events must also be approved by the AHS Office of the Dean, Student Affairs if they will be hosted in ASAP or in AHS buildings.

Space reservation requests:

For ASAP space reservations, please submit the following [form](#).

For AHSB space reservations, please call 312-996-2079 or ahsinfo@uic.edu

[AHS Student Event Request form:](#)

Please submit the following [form](#) to request approval for a student organization or other student sponsored event to be hosted in the College of Applied Health Sciences. You may submit both requests at the same time, but if your event request is not approved, your space reservation will be canceled. Events that do not have prior approval will not be approved for a space reservation. For fullest consideration and reservation priority, requests should be submitted two weeks prior to the event. However, events submitted less than two weeks prior will still be considered. For questions about event requests, please contact Eileen Doran, eileend2@uic.edu.