Dear EMS Users:

I am writing to share some updates with you about guidelines for fall event planning at UVM as well as some exciting changes to event spaces that have recently occurred. Additionally, you will find reminders and updates to event planning procedures.
Our hope is that this information will keep you informed and improve your event planning experiences across campus.

**Alumni House Silver Pavilion – Under New Event Management**

UVM has entered into an agreement with the UVM Foundation that as of July 1st, all event management and support of events at the Alumni House Silver Pavilion will be provided by University Event Services. With this change in management, it also means that UVM groups will no longer pay a rental fee to utilize the space. Groups will still be responsible for labor charges associated with the setup and support of their events. Space in the Silver Pavilion is now available to book on the EMS portal thru June 30, 2022.
The space will be set with a default setup of Banquet Rounds for (112). Please note that there is no parking available at the Alumni House Silver Pavilion and arrangements will need to be made to park on campus and walk to the Alumni House Silver Pavilion. Parking along the street is also not permitted.
Please note that UVM Dining is the preferred caterer for the Silver Pavilion. If you wish to utilize another caterer, it must be a pre-approved caterer. A list of current providers can be found at: https://www.uvm.edu/eventservices/catering-guidelines

No catering waivers or non-approved caterers will be permitted in this space.

Note that other spaces within the Alumni House are no longer available for events. Those spaces are for the exclusive use of the UVM Foundation offices.

**Mann Auditorium – Refurbished**

Mann Auditorium, located on the Trinity Campus, has gotten a makeover! All fixed seating has been removed, the floors have been refinished and new window treatments have been installed. The space is now an open room that can accommodate many different event setups and needs. Looking for a space that is adaptable? Check it out!

**Waterman Manor – Updates to Space Use**

Due to construction of the Waterman Café, the Waterman Manor will no longer be operating as a sit down restaurant for the upcoming academic year. As such, this space has been reset. Any events wishing to utilize this space will now have access to only the Dining Room side of the space. The setup for the space is Banquet Rounds for (64). Note that this setup does not allow room for a buffet or AV, so if you are planning for either of those, you will need to take that into account when planning your event. This space will only be available after 3pm on weekdays and all day on weekends.
Waterman Memorial Lounge – Updates to Standard/Default Setup

The standard/default setup in Memorial Lounge has been returned to lecture style seating. This space has also been recently outfitted with a camera to allow livestreaming of events through Microsoft Teams. To make arrangements to have your event livestreamed or if you would like to setup a training on how to use this system, please reach out to campusevents@uvm.edu.

Fleming Museum Green Tent

A tent has been setup on Fleming Museum Green for event use through October 11th. If you are interested in using the tent for your event, please reach out to campusevents@uvm.edu.

Catering Waivers & External Caterers

As events begin to resume this serves as a reminder that if you want to use a catering option other than UVM Dining Services or a pre-approved preferred caterer, you will need to complete a catering waiver in EMS at least two weeks prior to your event.

- Please see below for events that require a waiver:
- Using donated food for a specific event
- Fund raising and selling food for a group/cause
- Providing food (potluck) for an event that is open to non-members of a group or department
- Events using food trucks or other food vendors who are not pre-approved caterers
  - Please note that effective September 1, 2021 a $50 fee per vendor, per event will apply when requesting to use a caterer that is not already approved by UVM.
  - In addition, you will be responsible for providing a copy of the caterer’s certificate of insurance meeting UVM’s requirements (Certificate of Insurance that lists UVM as an additional insured on the policy and as certificate holder and that has a minimum of $1,000,000 in general liability and $1,000,000 in automotive liability coverage. The vendor will also need to ensure they have the proper workers compensation coverage.), and a copy of their state board of health license to operate.

For complete information on Catering Guidelines, visit: https://www.uvm.edu/eventservices/catering-guidelines
COVID-19 Guidelines for Events

Events and meetings held by UVM Departments and Student Clubs and Organizations, either occurring on or off campus, are required to follow the below event guidance

- In-person events that follow UVM guidelines may be approved by submitting a request through the EMS portal.
- There are no limits or restrictions on the number of individuals being present at events.
- When holding face-to-face meetings, an option for virtual attendance should be made available when possible.
- Face coverings and masks are not required on campus by anyone outdoors. Indoors, individuals are required to wear masks. All attendees of an in-person event must adhere to UVM’s COVID safety protocol. UVM’s guidance on face coverings can be found at: https://www.uvm.edu/uvmforward/face-coverings
- External events such as conferences and competitions may begin use of campus spaces beginning Monday, September 13, 2021 and must follow the standard approval process for requests by contacting University Event Services.
- All in-person events must have a designated team or staff member present at the event to assist with onsite compliance with the COVID guidelines.
- All in-person events are required to have an EMS reservation – even if in departmental spaces. For assistance with booking spaces in EMS that are not currently listed, contact Campus Event Services at campusevents@uvm.edu.
- Visitors to campus no longer need prior approval (such as speakers and candidates for positions) to come to campus All visitors to campus are expected to be fully vaccinated for COVID-19.
- Food is permitted at events. Face covering may be removed if you are taking a break to eat or drink; however, they must be worn when finished eating/drinking. You also cannot walk and eat unmasked while indoors.

To stay up to date with event guidance, visit: https://www.uvm.edu/eventservices/covid-19-event-guide

For additional information about planning events on campus, please reach out to The University Event Services team or visit our website at: https://www.uvm.edu/eventservices/planning-tools

For questions or concerns, please reach out to our teams:  
For events outside of the Davis Center: campusevents@uvm.edu or 656-5667 
For events in the Davis Center: dcevents@uvm.edu or 656-1204 
For events in the Athletic Facilities: gregg.bates@uvm.edu or 656-7705 OR blake.simpfenderfer@uvm.edu

Warm Regards, 
Heather Cochran-Rock 
Assistant Director for Campus Event Services