

HOSPITALITY SERVICES

EVENTS GUIDE

AS OF DECEMBER 17, 2020

ROOM CAPACITY

Indoor gatherings must be limited to 10 individuals or 25% of a room's capacity – whichever number is lower. All attendees at indoor gatherings must wear face coverings and stay six feet apart.

Outdoor gatherings must be limited to 25 people and social distancing must be practiced. Individuals must wear face coverings outdoors when social distancing is difficult to maintain.

Any physical items, including equipment, may not be shared by multiple attendees of the same gathering unless such physical items are sanitized before and after use by different individuals.

For the most recent information on gatherings, please visit https://covid19.nj.gov/faqs/nj-information/reopening_guidance-and-restrictions/how-can-people-safely-get-together-what-are-the-limits-for-indoor-and-outdoor-gatherings

DINING

The W-Store in Century Hall is open Monday – Friday from 3:00pm – 8:00pm for prepared foods and convenience items.

The W-Store will be closed December 24th through January 17th.

EVENT CATERING

Food is not permitted inside meeting rooms. This includes meals and snacks.

If you are hosting an event where you wish to serve food, tables can be set up for grab and go food service inside your meeting room. Food cannot be consumed inside the meeting room, all food must be consumed at an indoor dining location or outside the building.

For the most recent information on indoor dining, please visit https://www.nj.gov/health/cd/documents/topics/NCOV/COVID-19_IndoorDiningGuidance.pdf

BUILDING MODIFICATIONS

Masks are required to be worn by all event attendees, guests and visitors. Masks are available at the Information Desk located on the First Floor of the Student Center.

Social distancing of 6ft is to be maintained in all meeting rooms, lounges, dining locations and restrooms.

QUESTIONS? EMAIL EVENTSCHEDULING@WPUNJ.EDU