Marian University Office of Conferences and Events

Enhanced Meeting and Event Procedures

As we are all surrounded by uncertainties our commitment to you still remains the same. Our unique venue on the campus of Marian University is still an ideal setting for your special event. Allison Mansion not only offers 8,000 square feet of elegant space, but also the scenic surroundings of the historic gardens of Riverdale. Luxurious decor and a breathtaking marble aviary are just a few features that make this stunning mansion an Indianapolis hidden treasure.

We are closely monitoring the advice and guidelines from the CDC, Governor Holcomb/Indiana Department of Health, Mayor Hogsett/Marion County Department of Health, and the Marian University Covid-19 task force. Marian University reserves the right to set additional policies for the safety and security of our staff as conditions warrant.

As we learn more about the COVID-19 virus, it may be necessary to adjust and review our policies for Allison Mansion. Changes will be reviewed by Deborah Lawrence, J.D., Vice President of Strategic Partnerships and General Counsel, and all staff in the Allison Mansion.

Allison Mansion Venue Guidelines and Expectations

Allison Mansion Capacity

- Allison Mansion capacity has been reduced to allow for proper social distancing.
  - 100 people—Reception Style—Rounds of 6 people each for 65 for a total of 65 people plus Cocktail Tables
  - 65 people—Banquet Style—Rounds of 6 people each
  - At this time all events have been limited to 50 guests by the Marion County Health Department (11/15/20)
  - All indoor special, seasonal, or commercial events are limited to 25 guests by the Marion County Health Department (11/15/20).

What are we doing?

- Hand sanitizing stations have been set throughout the building.
- Signage reminding guests about social distancing guidelines (remaining 6ft apart) has been placed throughout the venue.
- All venue and catering staff are required to wear masks; in addition, staff will also wear gloves when serving and clearing.
- All banquet and/or meeting room set ups take into account proper 6 ft physical distancing. (i.e. 1 person per 6 ft banquet table, 6 people per 72” banquet round with 6 ft between unrelated parties.
- Event cleaning staff will clean and disinfect restrooms and high touch areas frequently.
• Event staff will work with client(s) to determine best event flow to allow for social distancing guidelines. (i.e. entrance and exit points)

**Food and Beverage Service with Classic Fare Catering:**

While the world may have changed and we have adapted our styles of service, our commitments to catering remain the same. Our standard operating procedures concerning sanitation are being strictly upheld and followed. In addition, we have heightened our protocol on sanitation efforts from guidelines and directives outlined by the Marion County Health Department and the CDC. As the COVID-19 situation continues to unfold, we will have ongoing education with our staff on the preventative measures being continuously updated by the CDC. We appreciate the opportunity to be a part of your special event and encourage you to reach out to discuss ideas and alternatives for your event.

• Food stations and Bars
  o Will be set in area that allows for proper 6 ft physical distancing while guests are waiting in line.
  o Catering staff and floor markers will manage lines for quicker service and better flow.
  o Individually packaged menu items to promote health and food safety at meetings and events is encouraged.

• All food and beverage will be served on disposable service ware.
  o Premium disposable service ware is available for an additional charge.

• All food and beverage items must be plated and served by catering staff.
  o Stationary displays for hors d'oeuvres, buffets, food and beverage stations will need an attendant.
  o Additional charges for attendants will be applied.

• Plated/served meals will be considered by an individual event basis.
• Wedding Cake cutting will be done at a station by an attendant. Additional charges will apply.
  o The bride and groom are welcome to share in a ceremonial cake cutting.

**Allison Mansion Expectations**

• Host is required to provide a complete list of guests with addresses, emails and phone numbers no later than 24 hours prior to the event. This list will be used solely for contact tracing if the need arises. After 60 days, the list will be destroyed.
• The event host is responsible for tracking event attendance should there be a need to contact trace participants for health reasons, and should maintain the list for no less than 60 days after the event. If requested, Marian University will share the event contact list with the Marion County Health Department or the Indiana Department of Health for purposes of contact tracing.
• All guests will be required to wear face coverings over their nose and mouth in all public indoor areas and outdoor areas where physical distancing cannot be maintained. Guests may remove face coverings when actively consuming food and beverage.
• Host should send a clear message discouraging any guests who have been sick or have COVID-19 symptoms to not attend their event.
• Host should encourage high-risk guests to participate virtually; consider limiting event to staff and guests who live in the local area (e.g., Indianapolis and surrounding counties) to reduce risk of spreading the virus from areas with higher levels of COVID-19.
• The Host/Client is responsible for providing masks for all guests, or can request that the university has masks available at an additional cost.
• Groups or the event host are encouraged to distribute name badges and event materials digitally prior to the event.
• Registration or sign in tables must be set in an area that allows for proper 6 ft physical distancing while guests are in line. Digital check in, prior to event, is preferred.
• Event length should be shortened where possible to avoid prolonged exposure for guests, and must include a designated window of time for food and beverage service.
• The Event host is encouraged to offer call-in/ virtual options for attending the event or meeting in an effort to reduce number of in person attendees and provide an option for high risk attendees. In addition, a virtual option should be in place in case of new COVID-19 outbreak to avoid cancellation.

*Marian University reserves the right to limit the event or cancel with little to no notice due to changes in the COVID-19 pandemic situation.*

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