

COVID-19 Conditions of Use for Community Hall

1 GENERAL RULES

Due to facility constraints, the Town of Hawkesbury has enacted the following rules in regard of the use of Community Hall:

- The following individuals are not permitted to participate in the rental:
 - Anyone who is sick or has any of the following symptoms: fever, cough, sore throat, runny nose, shortness of breath, difficulty breathing, headache.
 - Anyone who has recently returned from traveling outside of Canada, in the past 14 days.
 - Anyone who has knowingly been exposed to or been in contact with anyone who has tested positive for COVID-19, in the past 14 days.
- Equipment needs should be written on the contract and only the specific quantity will be provided.

2 CAPACITY

- The maximum number of people allowed by room setup:
 - Standing up: 50
 - With chairs and rectangle tables: 48 (two guests per 6-foot table)
 - With chairs and round tables: 24 (one person per 5-foot round table)
 - With chairs for a presentation: 36 (9 rows of 4 chairs)
 - With chairs and tables for a square reunion: 24 (8 chairs on each side and 4 chairs on other sides)
 - For fitness activities: 21
- The organization should designate someone at each entrance for ensuring capacity limits are not exceeded and that physical distancing is maintained.

3 ORGANIZATION RESPONSIBILITIES

- The organization/person in charge of the rental is responsible for ensuring capacity limits are not exceeded and that physical distancing is maintained.
- The organization is responsible for following all applicable health and safety regulations and ensuring that all people present are adhering to COVID-19 regulations.
- The organization is responsible for screening questions for each guest upon entering the building.
- The organization is responsible for attendance, for the purposes of contact tracing. The organization must maintain a roster with names, contact information of all guests and **keep the record for at least 30 days** in order to be able to provide that information to the Town as needed for the purposes of contact tracing.
- Guest must wear a mask until they are seated. Once seated and at a proper distance of others, they may remove their mask while they remain at their place. If someone needs to leave their seats, they must put on a mask until they return to their seating.
- Guests are encouraged to bring their own equipment. Equipment being used during the rental cannot be shared between guests. Any shared/owned equipment must be sanitized between each use. The contract holder must provide sanitizing products.
- Anyone who becomes ill or exhibits possible COVID-19 symptoms must notify the Town of Hawkesbury Recreation Department.

- It is the responsibility of each user group to monitor the door for 5 minutes prior to the rental time and 5 minutes after the rental to allow participants to enter and exit. The designated individual must arrive 15 minutes prior to the rental time to check in with Sports Complex staff and get organized.

4 FITNESS ACTIVITIES

- A responsible person [fitness instructor or trainer] who will assume the responsibility to support the adherence to these guidelines should lead fitness activities.
- The temporary removal of a mask where necessary is permitted while engaging in an athletic or fitness activity.
- Respect the assigned spaces for organized fitness classes.
- Activities must not be practised within the facility if they require the use of fixed structures that cannot be cleaned and disinfected between each use.
- Participants should not share any personal items (e.g., water bottles, towels).
- Users must wear a mask until in their circle observing distancing, they can remove their mask while remaining in their circle. A mask must be put on while exiting the complex or leaving your circle at all time.

The Town of Hawkesbury COVID-19 Conditions of Use for Community Hall must be followed at all times, failure to comply will result in immediate removal from the facility, non-refundable ice cancellation and review of future contract bookings. The renter agrees that by visiting any Town of Hawkesbury owned properties, the renter voluntarily assume all risks including any risk of injury, loss, damage and possible exposure to a communicable disease including COVID-19.

I have read, understood and agree to all the Conditions of Use listed above.

Name of the group/organization: _____

Client Signature: _____

Date: _____