



COVID-19 GUIDELINE AGREEMENT

City of Eugene Recreation is dedicated to providing safe and clean rental spaces for family and social events. In order to ensure this, renters are required to adhere to certain guidelines and conditions. All rentals are at the discretion of the facility supervisors and can be canceled at any time if staff feel that there is a safety risk to event attendees or the public. In order for a reservation to be made, the following conditions must be understood and agreed to:

COVID-19 GUIDELINE REQUIREMENTS:

1. Physical Distancing of 6 feet.
2. Compliance with hand washing and disinfection protocols.
3. **Face coverings are required** for attendees over the age of two.
4. Contact Tracing information is to be collected by Renter and must be given for each attendee.
5. Compliance of occupancy numbers associated with Phase maximum and compliance with guidelines as determined by the indoor size of space available:
 - Amazon Community Center Conference Room - 7 people
 - Amazon Community Center Main Hall - 15 people
 - Amazon Community Center MLI - 11 people
 - Hilyard Community Center Multipurpose Room - 30 people
 - Hilyard Community Center Classroom - 10 people
 - Lamb Cottage - 12 people
 - Petersen Barn Main Hall - 15 people
 - Sheldon Community Center Gym - 40 people for sit down only and no presentation table, 32 people w/ presentation table, 20 people for fitness
 - Sheldon Community Center Hazelnut Room - 15 people (without tables & chairs)
 - Washington Park Center - 35 people
 - Wayne Morse Farm House - 12 people
 - Wayne Morse Farm Shelter - 17 people
6. We recommend compliance to protocol concerning shared equipment and food.
7. Renters are responsible for cleaning up and removing all trash and wiping down surfaces with the provided cleaning supplies.
8. Rentals are to end by 9pm to allow for staff to properly sanitize and disinfect space.

RENTAL ADVISORY:

1. At least one rental supervisor is required to be on duty; this fee is included in the rental charge.
2. The rental supervisor will be monitoring attendance so as not to exceed the allowed max occupancy, confirming that the contact tracing information is completed by renter, and to monitor use of outside area of rental.
3. Renter is responsible for providing an attendee roster and contact information.
4. Renter is responsible for knowing and adhering to all appropriate park and/or recreation facility rules.
5. Renter is responsible for communication with attendees stating that those exhibiting symptoms or feeling ill will not attend the event.
6. If any safety protocols are not being adhered to the Rental Supervisor can terminate the event at any time and a refund will not be issued.
7. The congregation of vulnerable populations is not recommended and could pose a serious health risk to those individuals. It is the responsibility of the renter to communicate this with any vulnerable individuals that are planning to attend their event.
8. If any individuals become ill with the COVID-19 virus after attending an event at one of the City of Eugene Recreation facilities, the renter understands that City of Eugene Recreation is not liable.

I HAVE READ, I UNDERSTAND AND AGREE TO THE CONDITIONS LISTED ABOVE.

SIGNATURE OF APPLICANT: _____ DATE: _____ PHONE: _____

(must be 18 years of age or older)

SIGNATURE OF RECREATION MANAGER: _____ DATE: _____