



COVID-19 PROTOCOL FOR SPECIAL EVENTS

This document will give guidance to those hosting in-person events at Lambrick Park Church. A Provincial Health Order (PHO) requires event organisers to follow certain safety regulations to limit the spread of COVID-19. As the venue owners, we are responsible to ensure you are aware of requirements and have a Covid Safety Plan (CSP) in place. We ask you to read in full the most recent PHO to ensure your event plan complies with these restrictions: [October 25, 2021 order](#)

We have summarized the essentials, but please note this does not take the place of reading the PHO. When planning your event, please ensure all these criteria are met: <https://forms.office.com/r/JAazcWYGJh> We recommend using this checklist as you plan, and keep documentation for the record, in case of an outbreak.

1. **A person at your event must be designated as the 'organizer'.** This must be their primary role at the event. They are responsible to ensure all parts of the PHO and your CSP are followed. **If you write a CSP in addition to this document, please send it to us in advance of your event.

2. **Before the event,** the organizer of your group must make sure:
 - ✓ all guests are informed ahead of time of the requirements, and to stay home if ill.
 - ✓ a guest check-in method is set up at the entrance, overseen by the Organizer.
 - ✓ you have an approved method to verify vaccines (for events over 50 people) ***See PHO guidelines of acceptable vaccine scanning and verification methods.**
 - ✓ a HealthCheck Poster, hand sanitizer and masks are at check-in, and in the room.
 - ✓ no more than 30 in the Café or 250 in the Auditorium at one time.
 - ✓ chairs and/or tables are spaced at least 2m apart.
 - ✓ no more than 4 chairs are around a table, to allow appropriate distancing.
 - ✓ if food or beverages will be served, that safe serving protocols are arranged. (including masks and gloves). Masks are to be removed only when guests are seated, while they are consuming food and drinks.

3. **Guests of your event must:**
 - ✓ Check-in to the event upon arrival, and fill out a contact tracing form and health check. This can be done online <https://tinyurl.com/k5vk64zy> (QR codes can be printed if you wish guests to complete by scanning.) Alternatively, replicate the questionnaire and complete manually. Please keep a copy of the record.
 - ✓ provide proof of double vaccination (events over 50 people).
 - ✓ wash or sanitize hands upon entry
 - ✓ wear a mask or face covering at all times (unless exempt under PHO guidelines)
 - ✓ not share food or drink
 - ✓ maintain 2m/6ft distance at all times



- ✓ use designated washroom only. For cafe, the washrooms are just beside the kitchen. For the Auditorium, the washrooms are accessed in the Commons.
- ✓ enter and exit the building by the appropriate door (either the Café or the main Commons doors). Please don't go through other parts of the building, as this affects the 'bubbles' of other building use.

If you have questions about your event activities or how they may fit within the PHO, please ask! As event host, you are responsible to ensure these responsibilities are met.

Name Event Organizer: _____

Email: _____ Phone: _____

Protocol Overseer During Event (if different) _____

Email: _____ Phone: _____

Please sign below to verify:

I have read and understood the requirements of both Lambrick Park Church and the Provincial Health Order. I understand they are in place to keep people safe, and our organization accepts responsibility to ensure the people and activities of this event are compliant with requirements.

Organization: _____

Event Date(s): _____

Authorizing signature: _____

Date Signed: _____

**** General building and event guidelines are outlined on Page 3.**



GENERAL EVENT & BUILDING USE GUIDELINES 2021

1. **Payment Terms:** The Rental Fee is due 4 weeks prior to event, unless otherwise arranged.
2. **Security Deposit:** A security deposit of \$250 is due upon signing the Rental Agreement. This will be refunded to the Renter after the event, dependent on the condition of the facility, as outlined in the Rental Agreement.
3. **Cancellations:** If the reservation is cancelled more than 7 days prior to the event, a \$50 fee will be withheld. If cancelled with 7 days or fewer remaining, a fee of \$100 will be withheld.
**Special events may be subject to additional cancellation fees, outlined in Agreement.
4. **Insurance:** Organizational Renters must obtain General Liability Insurance of at least \$1,000,000 in which Lambrick Park Church is listed as "additional insured"; they must provide the church office with a Certificate of Insurance 7 days prior to the event. Accident and Liability Insurance is the responsibility of the Renter.
5. **Permits:** For special event rentals, alcohol may be served on church premises only if the renter has made advance arrangements, and obtained appropriate permits.
6. **Keys and Security System:** Should the rental event times require building access outside of regular office hours, additional responsibilities will be assumed by the renter. Appropriate instructions, keys and codes will be provided to the renter. (*Document: Procedures to Lock Up and Alarm*).
7. **Set Up and Tear Down:** Church areas shall be left tidy and in the same configuration as they were found. Fees assume Renter set-up and tear down.
8. **Decorations:** All decorating is the responsibility of the user unless otherwise arranged. Do not set up or attach decorations in any way that will damage the facility walls or contents. Clean-up of decorations is also responsibility of the Renter
9. **Kitchen Use:** It is the responsibility of the user/renter to ensure proper food safety, including, but not limited to, FoodSafe certification. It is the responsibility of the Renter to clean the kitchen area(s). See cleaning checklists posted in kitchen areas. No one is permitted in the kitchen without permission and kitchen must remain locked.
10. **Café Use:** Any Renter of the Café (kitchen area Room 208) may use it to serve coffee/tea/prepared foods and snacks. External rentals must supply their own provisions (coffee, tea, sugar, cream, etc). This area must be totally cleaned, dishes washed and put away. Main kitchen access is NOT included with Café use unless previously arranged.
11. **Code of Conduct** - While on the premises, the Renter agrees to oversee its participants and to maintain a safe and secure environment, respectful of people and property. Absolutely no smoking is permitted on the premises.
12. **Covid-19:** The Renter agrees to be aware of and ensure compliance with current public health orders and event protocols, including group size, safety and cleaning protocols.

*** Upon signing the Rental Agreement Form, the Renter will receive this document along with the 'Procedures to Lock Up and Alarm' (if applicable).**