

Hall Rental Agreement
Appendix 1: COVID-19 Conditions for Rental

Name of Group: _____
 Name of Representative: _____
 Event Date: _____

The restrictions that you need to abide by are based on the type of activity that is happening in the hall. Guidance for all activities can be found on the [Alberta Bizconnect Website](#), but some guidance, accurate as of the date of this contract, is available below. This information is changing frequently, and new rules in place will supersede the ones noted in this Appendix.

The Community League reserves the right to monitor the event to ensure that all Alberta Health Services requirements for reopening are followed. Failure to fully comply may result in your event being cancelled or shut down.

Enhanced safety and cleaning protocols should always be followed , including:

- physical distancing of 2m should always be observed outside of a cohort
- use Health Canada approved [hard-surface disinfectants](#) and [hand sanitizers](#) for use against COVID-19 (search products by DIN number)
- conduct a [hazard assessment](#) to identify existing and potential hazards related to COVID-19
- aid physical separation through barriers (Plexiglas), signage, floor markings and traffic flow controls to limit people in a space
- use PPE and follow [guidance to wear masks properly](#)

If the Community League does not feel they are able to comply with Alberta Health Services’ requirements for reopening, to ensure public safety, they are under no obligation to reopen.

Indoor Recreation Entertainment Checklist

	<u>Community League</u>	<u>Renter</u>	<u>Damage/Notes</u>
Control physical distancing requirements of two meters at points of entry into venue and where line ups occur including floor decals to establish distancing protocols.		X	
Limit the number of people in groups to ensure that two meters of distance is maintained between non-household participants.		X	
Wherever possible, assign seating at two-meter distances.		X	
Maintain a single point of entry to event, and control entry into venue to prevent congestion.		X	
Use physical barriers, such as acrylic panels at event registration table and payment points.		X	N/A

Establish one-way flow patterns where possible.		X	
Monitor all areas to ensure adherence to distancing and hygiene protocols.		X	
Ask guests to complete the Alberta Health Services COVID-19 self-screening tool prior to entrance into the hall.		x	
If guests show any COVID-19 symptoms, ensure they are not allowed entry.			
Create a response plan in case a guest develops COVID-19 symptoms while at the hall, including isolation of guest and arranging safe travel home.			
Utilize Alberta Health Services safety protocol questionnaire to ensure no sick attendees.		X	
Sanitize all shared surfaces before and after use.		X	
Provide guests with facemasks.		X	
Provide guests with gloves.		x	
Encourage guests to wash or sanitize their hands before and after touching common surfaces.		X	
Encourage guests to remain at their tables or with their cohorts.		X	
Tables, chairs and other used items should be cleaned and disinfected before and after use.	X	X	
Post signs indicating distancing and hygiene expectations.	X		
Provide hand sanitizer containing at least 60% alcohol at all entry and exit points, including washrooms	X	X	
Washrooms should be cleaned and disinfected frequently.	X	X	
A written cleaning and disinfecting schedule is recommended to document the time a specific area was cleaned.			N/A
Ensure that used cleaning supplies are properly disposed of in a waste bin.			
If offering food or beverage services, the Guidance For Restaurants, cafes, pubs and bars must be followed.			
Servers of food and beverages, must wear protective masks and gloves, and maintain a physical distance from guests.			
Appropriate Signage For Event to cover masks, physical distancing, etc. must be displayed in appropriate areas. Sample signage can be easily downloaded from Alberta Health Services at https://open.alberta.ca/publications/covid-19-information-help-prevent-the-spread-poster	X	X	