

COVID-19 One-Time Room Rental Guidelines

September 24, 2020

The safety and health of our staff and residents are of the utmost importance. Be assured that we have been closely following the recommendations of Public Health. To help stop the spread of COVID-19, we have implemented several new measures for room rentals and gymnasiums.

All participants must follow the Provincial Public Health Guidelines. **Participants not following these regulations will be at risk of losing their rental time for the entire group, including future rentals.**

These are additional conditions to the standard Halifax Regional Municipality rental contract. These conditions are accepted upon signage of each rental contract.

Entering the Facility

Participants will be allowed to enter the building 5 minutes prior to the start of their rental and must leave immediately following their rental. Extra time is needed between each rental for staff to disinfect the area.

Room setup must be done within your booking time. Groups will not be permitted to enter early to set up rooms.

We kindly ask that groups meet outside the building first and enter together. If rental participants enter the facility:

- For contact tracing purposes, each rental group is required to have a list of participants with their contact information for each rental time. This list must be provided to the Front Desk upon group entry.
- All participants are required to check in at the Front Desk when entering through the main entrance and provide the group name that the rental is listed under.
 - Participants who are 12 years of age and younger can be accompanied by one guardian if needed. The guardian is **not** permitted to stay in the facility while the participant is in the facility, unless they are in a group rental that includes the parent or guardian.
 - Participants ages 13 years and older are encouraged to enter the rental space without a guardian and sign in at the front desk upon entry.

If contact tracing is required, it will be the responsibility of the organizer of each rental contract to communicate with their members and provide information to public health.

Masks within recreation facilities: Masks are required to enter the recreation facility.

Private Rentals (Members of the general public not invited):

- You must be wearing a mask when you enter the facility. If you are not wearing one, you will not be allowed to enter the facility.
- You can take your mask off after you have entered the booked space.
- After your rental is complete, you must put your mask on before you leave the meeting room and wear it until you have left the building.
- Masks must be worn whenever you are leaving your rental area (in the washroom, hallways, etc.).
- People with medical conditions that restrict them from wearing a mask are exempt.

Public Rentals (Members of the general public invited):

- You must be wearing a mask when you enter the facility. If you are not wearing one, you will not be allowed to enter the facility.
- Masks must always be worn in the meeting room.
- Masks must be worn whenever you are leaving your rental area (in the washroom, hallways, etc.).
- People with medical conditions that restrict them from wearing a mask are exempt.
- This includes conferences, receptions, faith-based events, arts and culture events, etc.

Exiting the facility (Pick up)

We kindly ask that groups exit the building together. If rental participants exit the facility:

- **As a group:** Parents/Guardians will meet the participants in the parking area. Rental organizers will ensure all children under 12 years of age have been reconnected with their parent/guardian.
- **Individually:**
 - Participants who are 12 years of age and younger: Rental organizers are to provide the parent/guardian of the participants with a contact phone number. When the parent/guardian returns to pick up the participant, they are to contact the organizer to have the participant brought to the main entrance.
 - Participants ages 13 years can proceed to the parking area to meet their parent/guardian.
- Rental Organizer must not leave the facility until all participants have safely left the facility.

General Facility Information

- Please follow all directional signage as posted.
- All rentals must adhere to Nova Scotia Health Authority Guidelines including (but not limited to) physical distancing and cohort size requirements.
- Rentals are permitted to bring in their own outside catering.
- Rentals are expected to leave rooms in their original state. Facility staff will disinfect each room rental after each booking.
- The water fountains are currently only available for filling water bottles.
- Please contain all activity to your designated room rental.

Room Rental Capacities

- Announced on Friday, September 18, gathering limits for sport and cultural activities will increase to 50 without physical distancing as of **October 1st**.
- This gathering limit increase applies to practices, competitions, recreation leagues and organized physical activity. There are, however, bookings within our facilities that will need to follow the guidelines of:
 - gathering limit with social distancing for social events, spectators of sports and performing arts, organized physical activity, faith gatherings, weddings, funerals, arts and culture events, festivals and special events that are run by a recognized business or organization - 50% of the venue's capacity up to 200 people maximum indoors
 - gathering limit with social distancing for social events, spectators of sports and performing arts, faith gatherings, weddings, funerals, and arts and culture events that are not run by a recognized business or organization - 50 people maximum indoors

Contract information:

Contract Number: 8792
Date: September 17, 2020

Contract Notes:
 RENTALS ARE NOT CONFIRMED UNTIL A SIGNED CONTRACT HAS BEEN RETURNED.
 - The Multi-purpose room measures 29' x 37'

Some spaces within HRM Recreation facilities must follow capacities as per the square footage of the space booked at the site. The square footage will be listed in the Notes section of the contract.

Booking Breakdown: # of Bookings: 19

Location	Event	Notes	Day	Date
George Dixon Community Centre George Dixon Multipurpose Room	Karate Classes		Thu	October 15, 2020

Room capacities:

Total Square Footage per Space	Rental – Non-Organization Participants	Rental – Organization Participants
10450	50	193
9040 - 10449	50	167
7910 - 9039	50	146
6780 - 7909	50	125
5650 or 6779	50	104
4520 - 5649	50	83
3390 - 4519	50	62
2825 - 3389	46	46
2260 - 2528	42	42
1695 - 2259	30	31
1130 - 1694	21	21
800 - 1129	14	14
500 - 799	9	9
Less than 500	5	5