

Rental Venue Policies and Procedures related to Covid- 19

PHASE 4-STATE ISSUED SAFETY GUIDELINES: • Social Events

In an effort to protect you, your loved ones, our staff and vendors, The Glenview Park District will be following current guidelines in accordance with the state and local laws and regulations of the Governor's Re-Opening plan. Our staff are trained regarding current state guidelines and we are committed to helping stop the spread of COVID-19. The following are measures we have put in place with guest and staff safety in mind.

What you should know:

1. **Maximum number of people at gathering is 50.** (not including vendors or our staff) **NOTE:** Host should collect a list of attendees for contact tracing information (name, phone number and/or email.) should it be needed.
2. GPD will post signage to promote everyday protective measures.
3. GPD will clean and sanitize all shared/public spaces, tables and chairs prior to each event.
4. Restrooms and other high-touch points will be checked and cleaned regularly during your event.
5. Hand washing often is encouraged and hand sanitizer will be provided for public use. Host should also provide additional supplies and be prepared with disposable masks, if needed.
6. **Physical distancing of at least 6 feet** should be maintained as much as possible from non-household members.
7. Our staff, guests, and vendors must **wear a face covering** at all times, both inside and outside (except when eating/drinking, gathering with household members or age two and under).
8. Host should notify all invited guests if attendance is open to guests from other communities, cities, or countries so they can make an informed decision whether to attend.
9. Hosts should notify guests prior to the event that they cannot attend if they can answer "yes" to any of the following:
 - a. Knowingly been in close contact in the past 14 days with anyone who has tested positive for or had symptoms of COVID-19; and/or
 - b. Tested positive for COVID-19 in the past 10 days; and/or
 - c. Has experienced any symptoms of COVID-19 in the past 10 days; and/or
 - d. Is awaiting COVID-19 test results
10. A responsible person should be designated by the host to monitor that guests are following the guidelines.
11. All outside vendors name, phone and/or email will be provided.
12. Host must inform Park District staff of any COVID-19 positive cases resulting from your event.
13. **Dance floors are not permitted** under the state guidelines, however, the wedding couple may have their "first" dance and traditional dance with their parents.
14. Host must inform Park District staff of any COVID-19 positive cases resulting from your event.
15. Plans will be developed by the caterer with host's assistance for set up of tables at least 6 feet apart with seating based on households.
 - a. High boy tables are not permitted.
 - b. Tables and chairs must not be rearranged during the event.
16. If your event takes place inside, tables may be placed carefully to meet state guidelines.

The caterers have developed best practices based on current guidelines for Restaurant and Bar Establishment Safety Guidelines as well as guidelines for meetings and social events. These protocols have been reviewed and approved by Park District staff. Thank you. We appreciate you choosing our venues!