



Hamline Church COVID-19 Facility Use Addendum

re-entering safely during a pandemic

We are pleased to welcome you and your group members back into our space starting July 1, 2020. In order to do so safely, we request that you agree to and follow the guidelines below. At this time, maximum group size for indoor gatherings is 10. Each room will be limited to 10 people until further notice. In order to maintain a safe space for the daycare, all lower level rooms are closed and not available to rent at this time.

- Stay home if you are sick
- If you are in a high-risk category, consider staying home
- Enter and exit through the south doors only
- Wash hands or use sanitizer immediately upon entering
- Facemask must be worn at all times inside the building
- Maintain a distance of 6 feet or more at all times
- Remain on the second floor only. There will be no lower level access to the Parlor or Community Room. Do not congregate in common space, use only rooms specifically rented to you.
- Designate one contact person who will be onsite to share, monitor and enforce safety rules during each meeting. Share name and contact information with Hamline Church staff.
 - Please provide your group's COVID-19 safety plan when setting up your meeting.
- Should a person in your group test positive for COVID-19, let Hamline Church staff and members of your group know as soon as possible. Your group will need to refrain from using our building for 14 days.
- Upon arrival to your room, spray down high-touch areas such as tabletops, doorknobs, light switches, and water faucet handles and open windows. Sanitizer and paper towels will be provided.
- Food and beverage for personal use only, do not bring food or drinks to share with others.
- Upon exiting the room, wipe down all surfaces and close the windows and door.
- Wash your hands or use hand sanitizer before leaving.

Name of group member who will be onsite during each meeting to enforce safety precautions are followed:

(Print Name) (Email)

(Group Name) (Phone)

AGREEMENT

I _____ have read and agree to follow all safety precautions above.
(Print Name)

I understand that failure to comply with these safety rules will result in my group no longer being able to rent space at Hamline Church while the pandemic is happening.

(Signature) (Date)