

## **GUIDELINES FOR EVENT COORDINATORS WHEN PLANNING EVENTS AT THE BOURBON COMMUNITY CENTER To ADHERE to the COVID-19 State and County Safety Regulations**

The following Guidelines are being provided to all users of the Bourbon Area Community Center:

**IN ORDER TO USE THE EVENT ROOM AT THE COMMUNITY CENTER SAFELY, the following activities and restrictions will be in place.**

### Building Preparation

For the protection of people who are using the Center for events, Building Management will:

- continue to clean and sanitize bathroom and kitchen surfaces, door handles and door surfaces, and the table and chair surfaces in the building before and after each event held in the building; the public areas (kitchen and bathrooms) will be professionally sanitized as often as is deemed necessary;
- provide a Sanitizing Station in the Event Room, where guests can utilize hand sanitizer, sanitizing hand wipes, and surface cleaning spray and wipes;
- The foyer of the building and bathrooms will be cleaned and sanitized before and after each event. Hand sanitizer has been provided in each bathroom;
- The Library has been cleaning and sanitizing its own space during the closure period and will continue for the foreseeable future.

### Restrictions for Use (Event Coordinators must acknowledge the following Restrictions)\*

Until further notice, we will, generally, continue to restrict the number of allowed guests to 50% of our normal capacity, which is 100 persons total in the Event Room at any given time; (normal capacity is 200 persons). Currently, there are 12 tables of 4 persons each set up in the room. If the event expects more guests, additional tables will need to be put out according to the distancing guidelines. **The ONLY EXCEPTION TO THIS RULE OF 100 PERSONS, WILL BE MADE FOR ANY PLANNED EVENT THAT WOULD EXCEED 100, SUCH AS A WEDDING/RECEPTION THAT WAS BOOKED PRIOR TO THE BEGINNING OF THE PANDEMIC. And, only If the Bride and Groom are willing to accept responsibility for more than 100 guests in the room.**

In addition, the following guidelines should be followed to the best of the Event Planners' ability:

- A. All caterers, or others preparing food for consumption in the building must follow all health department rules for safe preparation and serving of food. If you need specific guidance on this, contact the Crawford County Health Department.
- B. Event Coordinators will be asked to notify all of their guests of the following safety suggestions:
  - Guests who feel sick should stay home; no exceptions;
  - Request that all guests wear face masks, for their own protection and the protection of others at the event, and let guests know that if they choose not to wear a mask, they are doing so at their own risk;
  - Any guest who feels they might be especially vulnerable to infection, for any reason, should wear a mask and/or gloves as a precautionary measure;

- When possible, event coordinators should be prepared to check temperatures of guests entering the building, they should be questioned about any recent illnesses in the last 14 days or contact with others who have been ill. You should reserve the right to send guests home if needed;
- The number of people at each table will be limited to 4 persons each, sitting across from each other, and tables will be set up with additional space between them. Additional tables are available in Closet #3. The tables should not be moved closer to each other during the event and should be left as you found them. **The exception to this is when the event is for a Wedding/Reception or other event where there are more than 100 persons. Because of the size of the room, more than 4 persons would be necessary at each table.**
- Guests should be continuing to practice good hygiene, including
  - Washing hands with soap and water, and/or using hand sanitizer; before and after touching or eating food at the event, or using the bathrooms;
  - Avoid touching their faces; Avoid hugging, hand shaking or close contact with others;
  - Sneeze or cough into a tissue or into a sleeve; dispose of all tissues and sanitary wipes in waste containers; do not leave used tissues at the tables;
  - Frequently disinfect items or surfaces that are being used at the event; wipe down surfaces guests are using during the event, as needed;
    - Use the Sanitizing Station in the Event Room for this purpose.
  - Use disposable plates, cups, napkins, and cutlery when serving food;
  - Provide paper packets of salt/pepper/sugar/sweetener at the tables; avoid sharing condiment containers, like glass or plastic salt/pepper shakers;
- Continue social distancing, especially when standing in food lines;
- Be prepared to provide kitchen workers with protective gloves and face masks. all food servers should wear gloves and masks, if they are preparing food or serving in a buffet line.

**SCHEDULE FOR USE OF THE CENTER**

- Going into the Holiday Season of October, November and December, we expect that some families might want to use the Center for parties and gatherings. We will be open through the holidays, unless we are advised by the State or County that such gatherings are prohibited. We expect that the above guidelines will be followed to the best of ability.

Contact the Facility Rental Coordinator for information on rentals at 573.205.6057 or [bourbonacc@gmail.com](mailto:bourbonacc@gmail.com).

Your signature below, signifies you understand and agree to follow the Restrictions outlined in this document.

\_\_\_\_\_  
Event Coordinator/Renter

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Type of Event

\_\_\_\_\_  
Date of Event