



## **Facility Reservations**

### **COVID-19 Rental Addendum**

**4/14 /21**

This addendum applies to any facility reservation at Ainsley House in the City of Campbell. The permit holder or designated main contact on Rental Application will be designated as the “Host” and is responsible for following all of the provisions provided in this addendum. The Host agrees to ensure the provisions are also followed by all vendors, workers for hired services, employees, and/or guests, including children, (herein after “Attendees”) present at any point during their facility reservation (“Event”). Failure of Host and/or Attendees to fully comply with the provisions set forth may result in the cancellation or shutdown of the Event.

### **COVID-19 Information**

Santa Clara County is currently under COVID-19 Public Health Orders that include restrictions on outdoor gatherings. The Ainsley House firmly follows the State and County Public Health Orders. Failure to comply with the California Department of Public Health guidance, and/or County of Santa Clara Public Health directives is a violation of the Health Officer’s Order(s). Where there is a difference between the California Department of Public Health and the local County Order, the more restrictive order must be followed.

COVID-19 continues to pose a severe risk to communities and requires all people in California to follow necessary precautions and to adapt the way they live and function in light of this ongoing risk. The safest way to gather is to spend time with people in the same household or to gather virtually. The more people from different households a person interacts with at a gathering or Event, the closer physical interaction is, and the longer the interactions last, the higher the risk that a person with a COVID-19 infection, symptomatic or asymptomatic, may spread it to others.

## **Gatherings & Host Responsibilities**

All gatherings must have an identified and designated Host who is responsible for ensuring that their event and their attendee comply with the current public health orders.

Gathering maximums for Events must not exceed California Department of Public Health guidance, orders set forth by the County of Santa Clara Public Health, as well as venue directives regarding Event capacity limits. The stricter order and/or capacity will always be followed.

Guidance on gathering maximums will vary, based on gathering location and gathering type. **The current attendee maximum for the Ainsley House is 50% capacity or as many as socially distance will allow, whichever is smaller**

- Gathering maximums must include designated Host, Ainsley House staff, vendors, as well as all Event Attendees.
- Event Attendee list(s) and related seating/event plan(s) must be finalized and provided to Ainsley House Staff at least 14 days prior to the Event date.
- Any changes to the Attendee list, and/or seating/event plan(s), even if minor, require review and approval by Ainsley House staff and may be denied should there be health/safety considerations. Walk-up Attendees are also not permitted the day of the Event.
- Events are permitted for a maximum set of hours

### **Prior to Event**

- It is the responsibility of the Host to ensure that any individuals who are experiencing COVID-19 symptoms (fever, cough, shortness of breath, chills, night sweats, sore throat, vomiting, diarrhea, tiredness, muscle or body aches, headaches, confusion, or loss of sense of taste/smell) do not attend the gathering. Individuals known to be at higher risk of severe illness or death from COVID-19 are also strongly encouraged to not attend the Host's gathering.
- The Host must communicate guidelines as shown in this addendum to all Attendees prior to the Event date. This includes the aforementioned guidance regarding COVID-19 symptoms

## **Day of Event**

- The Ainsley House will make available adequate handwashing facilities for all Attendees and/or hand sanitizer (containing at least 60% alcohol) to Attendees.
- It is the Host's responsibility to ensure Attendees follow face covering guidelines in accordance with California Department of Public Health and County of Santa Clara Public Health Department guidelines, and as they apply to indoor and/or outdoor activities on the day of your Event.
- The Host will ensure that all Attendees remain at least six (6) feet away from other people except other members of the same household at all times, as indicated on the seating chart provided to the Ainsley House staff at least 14 days before the event. For example, you may wish to tape off seating and/ or table placements.
- Use of shared items is not permitted.
- Everyone at the gathering should frequently wash their hands with soap and water or use hand sanitizer if soap and water are not available. Ainsley House Staff will make hand sanitizer available for all participants to use.
- Everyone at the gathering must wear face coverings. Face coverings may be removed to eat or drink, but face coverings must be put back on when finished eating or drinking. (Per State Public Health rules, a few exemptions apply: children under age two; people who have a medical or mental health condition or disability that makes them unable to wear a face covering; and those who are hearing-impaired or communicating with hearing-impaired people are not required to wear face coverings.)
- Mask must be worn unless seated at your table.

## **Food & Beverages**

- Food and beverages are permitted for outdoor events (only).
- If you are permitted to serve food and beverages, the items must be served by a person who washes and sanitizes their hands frequently, and that person must wear a face covering.
- Food service must follow COVID19 safe protocols.
- Self-serve items, as well as service from communal containers, are not allowed

## Post-Event

- The Host will maintain the guest sheet and associated contact information of all Event Attendees a minimum of thirty days following the Event date. If the Host and/or any Attendee(s) test positive for COVID-19 within fourteen (14) days after the Event, the Host is legally required to assist the County of Santa Clara Public Health Department in any case investigation and for purposes of contact tracing.
- Anyone at high risk for severe illness or death from COVID-19 should stay home from gatherings.

The Ainsley House and City of Campbell reserves the right to amend these Safety Rules or cancel reservations and issue refunds as needed if infection rates in the City and County change and/or new Public Health Orders are released. If County Public Health relaxes guidelines or imposes more strict guidelines prior to your rental date, Ainsley House staff will notify you.

**I have read the above and understand and agree to comply with these COVID-19 Safety Rules. I understand that I am the Host of my event and responsible for all Host duties listed above. I agree to notify the permit holder for this event if different than myself of all Host responsibilities that I hold.**

**Date** \_\_\_\_\_

**Hosts Full Name** \_\_\_\_\_

**Hosts Signature** \_\_\_\_\_

**Name on Permit for Event** \_\_\_\_\_  
**(if different than Host)**

**Reviewed By (Ainsley House Staff)** \_\_\_\_\_