



Facility Rental COVID-19 Guidelines

Purpose:

In addition to the Diamond Bar Facility Use & Rental Policy in reference to reservations at the Diamond Bar Center, Heritage Park Community Center, and Pantera Park Activity Room, the following guidelines have been set in place by the Parks & Recreation Director to comply with State and LA County Department of Public Health Officer Orders.

Definition: "User" means an individual or group that obtains a confirmed reservation to use a Diamond Bar facility pursuant to the terms of the Facility Use & Rental Policy.

The User must review and adhere at all times to LA County Department of Public Health **current** health orders <http://www.publichealth.lacounty.gov/media/Coronavirus/index.htm> and follow the guidance for large events <http://publichealth.lacounty.gov/acd/ncorona2019/bestpractices/largeevents/>

Additionally, facility reservations shall include and adhere to the following updated reservation guidelines:

- **User:** The user must remain in compliance with and inform and reinforce the guidelines stated in this document and the Use Policy with guests, attendees, and vendors. User must be present for the event and check-in with Facility Staff.
- **Event Organizer:** Identified key point of contact for the day of event. This may be the User or person assigned by the User. Center staff will work directly with this person regarding check-in, monitoring throughout the event, and check-out. Name and phone number must be provided prior to rental date.
- **Check-In & Check-Out:** Event Organizer is asked to arrive 30-minute prior to the start of set-up to review the floor plan, test AV equipment, review vendor details, event timeline, closing procedures, etc. Event Organizer must be on site prior to the arrival and entrance of any third-party vendors. Event Organizer must stay on site until all third-party vendors have vacated the premises and sign out with Facility Staff.
- **Floor Plan & Equipment Set-up:** The floor plan must be reviewed and approved by Facility Staff prior to the day of the event.
 - Facility Staff will facilitate the set-up of all facility equipment prior to Event Organizer's arrival and will review at check-in, at which time minor adjustments may be requested.
 - Any and all set-up of rental equipment by the renter or third-party vendor is subject to approval. See Facility Use & Rental Agreement for details.
 - Facility cameras must remain visible and may not be covered, blocked by equipment, or otherwise obstructed.
- **Alcohol Service:** These practices must be followed in addition to the policies set forth in the Facility Use & Rental Policy.
 - Facility Staff approval of alcohol service and bar placement must be established prior to the date of event. Alcohol is not permitted at the Pantera Activity Room.
 - Approved bartender must check-in and review service policies with Facility Staff upon arrival. Once checked-in they may then begin preparations of the bar.

- Security Guards will facilitate the opening and closing of alcohol service, at agreed upon hours established by Facility Staff and User.
- Any and all remaining alcohol must be removed from the premises immediately after closing the bar or may be placed under lock and key in the kitchen refrigerator until it is able to be removed from the property.
- Facility Staff shall have authority to stop the service of alcohol if not in compliance with these guidelines, Use Policies or the law, as well as, if inappropriate service or activities threaten the safety of others. Users must comply with staff requests and instructions.

If the event is in violation of any of these guidelines or those set forth in the Facility Use & Rental Policy, User will forfeit their deposit and all will need to depart from the facility immediately upon request by Facility Staff.

Rental facility will be sanitized prior to rental. The City of Diamond Bar cannot guarantee that the space will remain clean prior to and/or upon your arrival.

Renters and guests assume the risk and liability associated with COVID-19 when gathering in social settings.

Printed name of User

Signature of User

Date