

Facility Rental Protocols for Meetings & Events August 2020



Prior to commencing the rental, the rental contract holder should consult with the Facility Supervisor on all requirements as protocols noted below may be implemented differently depending on the location, and/or activity.

As a result of COVID-19 and the Phased approach to opening as outlined by the Province of Ontario access to Recreation Facilities for meetings and events has been modified. In addition, the Terms & Conditions of rentals have been modified to reflect COVID concerns. The rental contract holder should familiarize themselves with these details.

General Facility Expectations

The following are general expectations of any patron or group using a Town facility as required by the Province of Ontario as part of Phased reopening, Regional Health or the Town of Halton Hills.

- Region of Halton by-law requires that every person entering a Town facility must wear a face mask/covering. The face mask/covering can only be removed when participating in the physical activity that you are on site for. For more details on the by-law including a list of exemptions please visit www.halton.ca
- Physical distancing of 2 metres must be maintained. Certain sport and/or recreational activity governing bodies may have put limitations on the number of participants allowed to ensure the distancing guideline is maintained. It is the rental contract holder's responsibility to ensure that the distance guideline and any governing body recommendations are maintained.
- Every person entering a Town of Halton Hills facility must complete the COVID screening protocols. This protocol is in place to assist Regional Health if contact tracing is needed in the event of COVID exposure. A patron will not be permitted to enter the facility if they answer YES to any of the following questions;
 - a) Do you have fever, shakes or chills and/or new onset of cough or difficulty breathing?
 - b) Have you have close contact with a confirmed or probable case of COVID-19?
 - c) Have you had close contact with a person with acute respiratory illness?
 - d) Have you travelled outside of Canada in the last 14 days?
- Depending on your relationship with the Town (rental contract holder, lease holder, drop in patron) the screening protocols may be implemented differently-please consult the Facility Supervisor contact for information.

Access/Entrance to a Facility

- Please contact the Facility Supervisor at the specific location used by your group as each Town facility may have slightly different entrance protocols, expectations and levels of access. Protocols that will be in place;
 - Check in with a Facility Ambassador or Customer Service Representative.
 - Screening, as noted above.
 - Timed access-your group will only be permitted to enter the facility at a pre-determined time prior to the start of the activity.
 - Assigned entrance-depending on the facility and activity some groups may be assigned a specific door as an access point.
 - For some activities participants may be required to come prepared/ready to play if dressing rooms/change rooms are not available at a particular stage of reopening.

When Inside the Facility

- Patrons must follow all posted directional signage, health & safety signage, floor decals and any verbal or written messaging regarding COVID related restrictions.
- Depending on the particular stage of reopening some amenities may be closed or have restricted access. For example, no access to showers, limited number of participants in a change room, bleacher viewing area restricted, and concessions closed, slide closed in the swimming pool. Follow posted information within the facility for updates.
- Visitors/spectators/parents and guardians may not be permitted to enter with the participant. This is dependent of the level of play/activity and age of participant as well as facility requirements. Please consult with the Facility Supervisor. The Town supports access to all for Recreation and Sport-if a patron requires caregiver assistance please consult with the Facility Supervisor in advance.
- The Town of Halton Hills has implemented an Enhanced Cleaning Protocol in response to COVID-19. Hard surfaces, touch points and heavily used areas are cleaned and disinfected regularly as recommended by Regional Health. For information on what steps have been taken in this regard please contact the Facility Supervisor at your location.

Exiting/Leaving a Facility

- Follow all directional signage and please leave promptly after the activity has end via the assigned exit.

All protocols are in place for the Health & Safety of all patrons and staff. If you have any questions or concerns please contact the Facility Supervisor at the location used.

Facility Supervisor Contact Information

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Cultural Centre

Library Operations, Georgetown & Acton

Cedarvale Community Centre

Joelle Middleton

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Acton Arena & Community Centre

Acton Indoor Pool

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