

# Peaine Township Protocols for Hall Use During COVID-19

As Approved on 3/9/2021

The current guidelines for use of Peaine Township Hall still apply. Due to the current COVID-19 mandates from the state the following guidelines will be implemented:

1. Use of the hall by entities other than the Township and township related committees, commissions, and boards will need to sign an agreement for usage, cleaning/disinfecting and other COVID-19 related conditions.
2. The ADA Bathroom in the office wing will be restricted to only individuals requiring ADA accommodations. Access to the office wing is otherwise restricted to authorized personnel only.
3. Tables and chairs should remain in the socially distanced setup of the hall.
4. A designee from the meeting should contact the Township when they have finished the meeting.
5. Hall bookings must be made at least 5 business days before the meeting time requested. The meeting will then be added to the township calendar.
6. Meetings cannot conflict with Township scheduled meetings or any/all hall use for election preparation and Election Day.
7. The Key to the hall can be obtained at the Station by the meeting designee if you are scheduled to use the hall and appear on the calendar. The key will NOT be given to anyone without prior approval.
8. Use of the kitchen is once again permitted but must be made known at the time of booking. The \$25 fee for use of the kitchen is still in effect.
9. Any group using the Peaine Township Hall will abide by whatever state mandates are in place at the time of use. These mandates change frequently therefore may not be reflected verbatim in the usage agreement.
10. Occupancy is limited to 25 people.
11. Renters must disinfect the facility after use (all touchpoints and common surfaces, such as tabletops, as well as anything used in the kitchen). Cleaning products are to be provided by the renter.
12. If the kitchen is being used, all trash must be removed by the renter.
13. The Township reserves the right to amend these protocols at any time.

Meeting Designee \_\_\_\_\_ Date \_\_\_\_\_

Township Authorization \_\_\_\_\_ Date \_\_\_\_\_