

DeKalb History Center

COVID-19 Private Event Protocol



Dekalb History Center Responsibilities

DHC will:

- Ensure renters have reviewed and signed this protocol
- Disinfect all high touch surfaces including tables and chairs pre and post event
- Enhance cleaning practices throughout the building
- Require all DHC staff to wear a mask when interacting with renters and guests
- Require all DHC staff to follow all medical and travel screening protocols
- Provide fully stocked restrooms for hand washing
- Install restroom lines floor markers to promote social distancing
- Reduce restroom occupancy to single use by closing additional stalls & sinks
- Install touch-free door openers on all bathroom doors
- Encourage social distancing by reducing elevator occupancy to one person at a time
- Encourage guests to utilize outdoor porches during cocktail hour by opening lobby doors
- Limit event capacity to 90 guests - per square footage guidelines in place May, 29 2020

Renter Responsibilities

Renters will:

- Encourage their guests to social distance during the event
- Seat guests based on family unit
- Provide hand sanitizer for their guests
- Ensure their caterer is following all safety guidelines in place during their event
- Ensure their caterers follow our new event breakdown procedure and alert the building attendant before house chairs are stacked so we can sanitize them
- Ask guests to use the elevator and restroom one at a time
- Take all guests temperatures upon arrival. No one with a temperature over 100.4 is permitted to enter the building
- Encourage guests who have traveled by plane in the last 14 days not to attend
- Encourage guests who are over 65 and/or immunocompromised to stay at home
- Be aware that guests displaying any symptoms on COVID-19 will not be allowed in the building
- Limit guest count to 90 people - per square footage guidelines
- Inform guests that they must wear masks inside and outside the building per City of Decatur Mask Ordinance

Renter Signature

Date