



City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414

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Charles Washington Hall Updated COVID-19 Policies

The City is committed to helping those who rent event space on the second floor of Charles Washington Hall (Hall) with a safe, clean, and enjoyable experience. These procedures shall apply to all renters and their guests that use the event space.

This information is being shared with you in advance of your use of the event space to avoid any issues that may prevent you or your guests from using the space. Please read over the information carefully.

To help minimize the spread of COVID-19, the City and renter must share in the responsibility for keeping the facility clean and sanitized and the scale of the event appropriate for the venue. To achieve these goals, renters are expected to manage the size and nature of their event, wipe down table and chair surfaces before and after use, properly dispose of all trash and remove everything they brought with them from the Hall after the event. City staff will sanitize all common, high traffic, and high touch areas between every event. Please read the guidelines below and sign.

1. Renter will follow all guidelines in accordance with the Jefferson County Health Department and the Centers for Disease Control. This includes all gathering limitations, as well as, event types;
 - a. **No social, non-essential event will exceed 50 people.**
 - b. **Events deemed essential by executive order will be limited to 50 people.** (Based on the size of the hall, approximately 1.600 square feet, and social distancing requirements);
 - c. **Musical events** with singers or wind instruments **are prohibited** in accordance with the Fairs and Festival Guidelines in the State of West Virginia. All other instruments are allowed.
2. Renter **will require use of masks** or other personal protective equipment in accordance with Governor Jim Justice's orders as of 7/6/2020. Children under 9 years of age and those with breathing conditions are exempt.
3. Renters should self-check their temperature prior to entering the building. If the renters have a fever of greater than 100 degrees, exhibit symptoms of COVID-19 or have come in contact with anyone who has COVID-19, have tested positive or presumptive positive for COVID-19 within 14 days of their scheduled event, have

been advised to self-isolate by a health care provider or you have traveled outside the state or country within the last 14 days or have been close contact with someone who has may not enter the Hall to prepare for an event and will be required to cancel their event. The renter will be entitled to a full refund of their rental fee with proper notice to the City of at least two (2) hours prior to the scheduled start of an event.

4. Renter will not allow any guest into the Hall who has a fever of greater than 100 degrees, or is exhibiting symptoms of COVID-19, has been in contact with someone who has COVID-19 within 14 days of the event, or has travelled to a designated “hot spot” within 14 days of an event or been in contact with someone who has (the City will provide a sample self-assessment that the renter can use to assist in enforcing this requirement). Guests who answer “Yes” to any of the questions should not be permitted to attend the event.
5. Renter will encourage hand washing upon entry of event (bathrooms will be stocked with soap and paper towels). The City encourages renters to make hand sanitizer available for guests.
6. Renter must clean all tables with the provided cleaning tools upon events closure.
7. Renter and guests will only have access to the side door, stairwell, and second floor of the facility. Renters and their guests are not permitted in other parts of the building that are leased and operated by others.
8. Renters may allow elevator use for guests but restrict capacity to those living in a single household, per trip. Members of different parties/households should not use the elevator car at the same time.
9. CW Hall will only be rented to one party per day.

Charles Washington Hall will **require a \$50 cleaning fee** for any reservation booked on or after July 1, 2020. This will be due with rental fee. The hall will be fully sanitized/cleaned before and after each event by a certified member of staff.

The renter hereby forever releases and waives the right to bring suit against the City of Charles Town and officers, directors, managers, officials, trustees, agents, employees, or other representatives in connection with exposure, infection, and/or spread of COVID-19 related to utilizing its services premises. The renter understands that this waiver means I give up my right to bring any claims including for personal injuries, death, disease or property losses, or any other loss, including but not limited to claims of negligence and give up any claim the renter may have to seek damages, whether known or unknown, foreseen or unforeseen. The City of Charles Town is not liable for any outbreak of COVID-19 that could occur because of a private event.

Renter Name: _____ Renter Signature: _____

Date of Today: _____ Date of Event: _____

COVID-19 Screening- CW HALL Guests

People with COVID-19 have had a wide range of symptoms reported, ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Please answer the following:

1. Have you been tested positive or presumed to have COVID 19 within the last 14 days?
 YES NO
2. Have you returned from, or have you been in close contact with anyone who has traveled within the last 14 days to an area considered a hot spot by the health department or CDC? YES NO
3. Have you been in close contact with or cared for someone diagnosed with COVID-19 within the last 14 days? YES NO
4. Have you experienced any cold or flu-like symptoms in the last 14 days (to include a fever of over 100 degrees, chills, muscle pain, loss of taste or smell, cough, sore throat, respiratory illness, shortness of breath, difficulty breathing or gastrointestinal issues)? YES NO
5. Have you been in close contact in the last 14 days with any person experiencing these symptoms? YES NO
6. Have you been advised to self-isolate by a health care provider within the last 14 days? YES NO

If you have answered "yes" to any of these questions, you may not enter the event space.

Name of Attendee: _____ Signature of Attendee: _____

Date: _____ City and State of Residence: _____