



ALL STAFF & VISITORS MUST WEAR A MASK FOR ENTRY TO THE FACILITY

Entering the Facility

- A) ArtServe will operate in full at half-capacity for all spaces until further notice
- B) Designated walking paths are ONE-WAY and will be strictly enforced
- C) **All** entries to ArtServe space are required to stop at information desk to check in and **sanitize**
- D) All renters **must** notify ArtServe front desk of expected appointments with names and time
- E) Public restrooms will remain locked and accessible with key available at information desk
- F) ALL attendees will be required to **wear a mask** in common areas, restrooms, & hallways

Limitations to Outside Items

Class/Workshop/Rental participants:

- G) Allowed to bring **ONE** water bottle with closed top (no fountain type drinks)
- H) Allowed to bring **class/workshop/event related** items (art supplies, dance attire, musical necessities)
- I) Allowed to bring **ONE** personal item bag (purse, briefcase – **NO other personal items will be permitted**)

Staff/Tenants:

- A) Lunch items and personal items related to work **WILL** be allowed
- B) Staff/ Tenants must keep items closed until securely in personal office space

Cleaning Protocols

- A) Cleaning schedules have been and will continue to be increased
- B) Intermittent sanitizing schedules will remain throughout

Classroom & Workshop Spaces

- A) All ArtServe Hosting of classes will schedule at staggered intervals to allow time for full area wipe-down and disinfecting
- B) All classes will require all instructors and attendees to sign in
- C) All classes will be located in the Main Gallery, Bienes Gallery, & Dance Space with distance capability of 6 feet for attendees
- D) Workshops will be held in Auditorium and Bienes Gallery when available
- E) Class & Workshop instructors and attendees will be required to wear a mask at all times while in building



F) Failure to comply with ALL of the guidelines by Broward County Emergency Orders as set forth within this form will result in suspension of classes

Events

- A) Event holders and attendees will be required to wear a mask at all times while in building
- B) All events MUST be approved by Operations Manager to ensure compliance with orders put in place
- C) Serving of food or drink at an event must be catered and individually prepackaged.
- D) Our preferred vendors are encouraged for catered events
- E) ALL events with food/drink served will require designated table seating and Event Staff monitoring throughout entire event
- F) ALL events will be charged an additional COVID-Staff charge of \$5 per 10 people

Broward County Emergency Order Attachment 20 Regulations and Guidelines

- 1) Each event held at or in a Function Space that is expected to be attended by 10 or more people must have a designated monitor to ensure safeguards and protocols, including all required by this Attachment and all relating to facial coverings, are in place and are properly followed by hosts, guests, vendors, and staff
- 2) Function Spaces wishing to hold or host any events must enter into a contractual agreement with the customer wishing to have an event at the Function Space
- 3) Failure to abide by all applicable Broward County Emergency Orders in connection with the event will immediately result in the event being suspended by the operator of the Function Space, and all those in violation of a Broward County Emergency Order will be immediately
 - A) removed from the premises and may be subject to civil or criminal penalties
- G) Service of food and/or drinks must comply with **Attachment 2** of Emergency Order 20-21, as amended
 - 1) All guests must have pre-assigned tables. Guests should be informed of their assigned table prior to the event in order to avoid the need for table cards. In the event table cards are needed, such tables must be spread out to the fullest extent needed to prevent crowding
 - 2) Food and drinks may only be consumed while customers are seated at their assigned tables
 - 3) Food and drinks must be served by Function Space staff. No self-service buffets, family-style meals, or passed hors d'oeuvres are allowed
 - 4) Guests must wear facial coverings in accordance with Broward County Emergency Orders, which requires guests to wear facial coverings at all times except when

- actively eating or drinking. Guests do not have to wear facial coverings for the shortest practicable period of time required to take a photograph, provided that facial coverings are worn immediately before and after the picture has been taken. Staff (INCLUDING CATERING STAFF) working the event must wear facial coverings at all times
- 5) For events where a cake will be displayed, the cake must be out of reach of guests. Any cake consumed at the event must be served to guests by staff or designated personnel
 - 6) For events with dessert tables, the dessert tables must be out of reach of guests. Any desserts consumed at the event must be served to guests by staff or designated personnel
 - 7) All activities that encourage people to congregate should be avoided (*e.g.*, bouquet or garter toss).
 - 8) During Cocktail hours or receptions, guests must be seated at their assigned tables, including while consuming food and drinks
 - 9) Any performer providing live entertainment at the Function Space must maintain at least 10 feet of distancing from guests at all times

Additional Requirements

All class teachers & workshop instructors **MUST** sign this document and present on the **FIRST** day of resuming classes. Failure to have this document signed will result in the class or workshop to be suspended immediately until this form is returned to the Operations Manager. Deposits paid for events will not be returned for failure of compliance. It is the **FULL** responsibility of the class/workshop holder to ensure all participants are aware of the current guidelines before attending an event at ArtServe.

All event holders **MUST** return this agreement for their scheduled booking to commence. It is the **FULL** responsibility of the event holder to ensure all participants are aware of the current guidelines before attending an event at ArtServe.

By signing this document, I do hereby agree to the following:

To follow the guidelines outlined in this document in addition to ensuring all members of my class, workshop, event, and/or appointments have received the full information.

Any participant who does NOT follow these guidelines will be asked to leave the facility immediately.

ArtServe is not/ will not be held responsible for anyone who is asked to leave based on sanitary and/or social distancing guidelines put forth by CDC, Broward Health, Florida Department of Human and Health Services, and ArtServe.



Cancellation of booking within two weeks (2) of date is not refundable, unless is rescheduled within 72 hours. Cancellation as direct result of a natural disaster or pandemic therefore unable to be rescheduled immediately will need reevaluation. Any and all deposits paid for an event that is suspended for failure of compliance will not be returned.

Date: _____ Name: _____ Signature: _____