

# GRACE UNITED CHURCH

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## **GRACE UNITED CHURCH MEMBERS** **TERMS OF USE AGREEMENT - SANCTUARY**

**Rental Date:**

**Name of Group/Committee:**

**Contact Person:**

**Phone:**

**Email:**

**Type of Event:**

**Start Time of Event:**

**End Time of Event:**

**Frequency of Event:**

*The user agrees to abide by the conditions set out in Grace Terms of Use Agreement. The user understands that Grace United Church is not responsible for lost or stolen articles and/or injuries incurred, and that the user is responsible for damages incurred.*

Signed: X \_\_\_\_\_ Date: \_\_\_\_\_

**I agree to perform the required cleaning protocol as outlined in the Terms of Use Agreement**

Signed: X \_\_\_\_\_ Date \_\_\_\_\_

## **TERMS OF USE AGREEMENT - SANCTUARY**

### **Grace United Church Protocol during COVID-19 Pandemic**

#### **Users Must:**

1. NOT exceed capacity as directed by government regulations and size of space being used:
  - i. For the grey floor area: currently **40** seats with 2 metre spatial distancing, this may be subject to change depending on the chair configuration.
  - ii. For the beige floor: **12** seats with 2 metre spatial distancing
2. Have a **Safety Plan**, a sample template will be sent with this agreement
3. Users agree to do a cleaning protocol following each session. The users will be required to sign off after each session to verify that this cleaning took place. This cleaning will be of all high touch surfaces that may have been touched during each session. Grace United Church will supply the cleaning See below for details.
4. Where entry will be via the lobby, this is an entry/exit area only while transitioning to the rental space and there should be NO congregating in the lobby in order to maintain a safe 2 metre distance
5. If chairs and/or tables are moved or set up, they are to be returned to their original location following the event.
6. If children are being dropped off to attend a program, leaders will be required to greet and return children at the doors of the building and parents will not be allowed to wait anywhere inside the building.
7. **Communicate expected practices ahead of time** to people entering:
  - i. Follow all local, provincial and federal COVID-19 protocols
  - ii. Before leaving home self-assess for fever, cough, shortness of breath, sore throat, loss of taste or smell, generally feeling unwell
  - iii. Stay home if symptomatic.
  - iv. Clean hands on entry and exit
  - v. Wear a mask at all times when in the building
  - vi. Stagger entry to maintain 2 metre distance
  - vii. Follow traffic flow directions on floor
  - viii. Practice respiratory etiquette (cough or sneeze into elbow or a tissue)
  - ix. Maintain 2 metre distance at all times
  - x. Seating will be arranged ahead of the event with appropriate 2 metre spatial distancing
  - xi. Plan ahead to reduce the need for washroom use. Washroom entry is 1 person only to maintain 2 metre distance
  - xii. A record of attendance must be completed by the Facilitator and kept for potential contact tracing by Public Health.
  - xiii. NO shared food or drink – bring your own if necessary
  - xiv. Do NOT use the kitchenette
  - xv. Do NOT linger anywhere on church property to socialize
  - xvi. Communicate with the church office by email or phone ONLY
  - xvii. Do NOT access the church office

#### **References:**

1. [Government of Ontario. COVID-19 Re-Opening Ontario](#)
2. [United Church of Canada. Re-Opening Churches During COVID-19](#)

## **General Guidelines**

1. Grace United Church has made every attempt to ensure the safety of building users by stipulating usage and cleaning guideline responsibilities, as laid out in this contract. Grace United Church is not responsible for ensuring that these guidelines are adhered to by the user groups. It is the responsibility of individuals and groups using the premises to follow the guidelines, as outlined in their user agreement.
2. Users are to leave the premises in the same condition as when they arrived.
3. Grace is a busy place—several groups may be using various parts of the building at the same time, please be considerate of noise levels.
4. Users are reminded that there are often users/renters using the space immediately following their time allocation and are asked to leave in a timely manner.
5. Grace is a **nut free and scent sensitive environment**. Please help us be an inviting space for everyone.
6. We do NOT allow alcohol or permit smoking/vaping on the premises.
7. We permit physical activities that do NOT require equipment such as aerobics, dance, tai chi, yoga, etc. We do NOT permit any contact sports or sports requiring any equipment such as soccer, floor hockey or basketball.
8. All groups must be out of the building by 10:30 p.m. unless the user has made special arrangements with the church office.

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Name

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Date

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Signature

# Sanctuary Cleaning Protocols

## **West door Entrance**

- Door handles / automatic door buttons
- Light switches
- Hand sanitizer bottles / dispensers

## **Sanctuary:**

- Door handles
- Light switches
- Hand sanitizer bottles / dispensers
- Counters
- Chairs (metal parts) / pews
- Tables (if used)
- Garbage receptacles

Date & time of Cleaning: DD / MM / YY\_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_