



**Palm Beach County Parks and Recreation Department
South County Civic Center**

COVID-19 Rental Requirements and Guidelines

We are excited to be back and thank you for choosing Palm Beach County Parks and Recreation Department.

While participating in programs and/or using facilities, park patrons are required to adhere to the following:

- **Facial Coverings:** must be worn by all persons in public places where social distancing is not possible or not being practiced in accordance with the Centers for Disease Control and Prevention (CDC) guidelines. Facial coverings are required inside all County buildings.
- **Social Distancing:** adhere to all applicable social distancing guidelines issued by the CDC.
- **Cleaning and Disinfecting/Enhanced Cleaning:** indoor facilities are cleaned the morning prior to use. Please practice good hygiene, frequent hand washing, and disinfecting practices during your rental as recommended by the CDC.
- All county, state orders and Center for Disease Control and Prevention (CDC) guidelines.
- **Groups must communicate COVID-19 requirements and guidelines to their participants/parents/attendees in advance.**

Visit the links below for the latest updates on COVID-19 resources.

- **Palm Beach County Emergency Orders:** <https://discover.pbcgov.org/coronavirus/Pages/Orders.aspx>
- **Centers for Disease Control & Prevention (CDC):** <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- **Florida Health Department:** <http://www.floridahealth.gov/>
- **Palm Beach County Parks & Recreation Department:** <https://discover.pbcgov.org/parks/Pages/default.aspx>

Facility Rental Guidelines and Requirements

Indoor Room Rentals:

Rentals are available at various locations throughout Palm Beach County.

Check the Parks and Recreation website or contact the facility directly for more information.

- Facility use will vary at each site based on amenities and adherence to all guidelines.
- Where applicable, the Parks and Recreation Department will follow the guidelines as outlined by the CDC's COVID-19 considerations for restaurants, bars and event planning.
- You may work directly with the facility to learn more about their requirements and determine if the site is appropriate to meet your event needs.

In our efforts to adhere to COVID-19 protocols, which include local, County, State, Emergency Orders and Center for Disease Control and Prevention (CDC) guidelines, there may be limitations that effect the use of amenities, allowable activities or venue capacity. COVID-19 protocols are subject to change.

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South County Civic Center
Room Occupancy following CDC Guidelines

Room Title	Seating Style	Maximum Occupancy	Tables	Chairs	Notes
Full Assembly Rooms/ A,B,C & D	Banquet	54	18 (5 ft.) round tables, 3 per table	54	6400 Square ft., 80'x80', no food, no dance floor
Full Assembly Rooms/ A,B,C & D	Banquet	39	13 (5 ft.) round tables, 3 per table	39	With food and dance floor
Half Assembly Room A/B or B/C	Banquet	36	12 (5 ft.) round tables, 3 per table	36	3,200 Square ft., 40'x80'
Half Assembly Room A/D or C/D	Banquet	21	7 (5 ft.) round tables, 3 per table	21	none
Individual Assembly Rooms A,B or C	Banquet	15	5 (5 ft.) round tables, 3 per table	15	none
Full Assembly Rooms/ A,B,C & D	Theater	62	none	62	60 people in audience, 2 people on stage
Half Assembly Room A/B or B/C	Theater	47	2 (6 ft.) rectangle head tables	47	45 people in audience, 2 people at head table
Half Assembly Room A/D or C/D	Theater	28	2 (6 ft.) rectangle head tables	28	26 people in audience, 2 people at head table
Individual Assembly Rooms A,B or C	Theater	22	2 (6 ft.) rectangle head tables	22	20 people in audience, 2 people at head table
Classrooms Combined	Theater	10	none	10	none
Classrooms Combined	Board Meeting	8	none	8	none

Enhanced Cleaning:

During indoor/outdoor rental:

The permittee is responsible to provide enhanced cleaning to frequently touched surfaces in their permitted space during their permitted event.

- The facility will provide the cleaning product for indoor facilities. The facility staff is responsible for cleaning all communal areas during permitted use. Per the CDC, use approved disinfectant products for coronavirus [List N: Disinfectants for use against SARS-CoV-2](#), follow the instructions on the label to ensure safe and effective use of the product and wear proper personal protective equipment (PPE).

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Allowing Food during Rentals:

Per CDC, there is no evidence that COVID-19 is spread by food. However, people sharing utensils and congregating around food service areas can pose a risk. If the event includes food service, refer to CDC's COVID-19 considerations for restaurants, bars and event planning and the guidelines below.

Serving Food During the Rental - Please check all boxes that apply during your permitted time.

Option 1

Prepackaged, single serving items (boxed/bag, etc.)

- Fruits such as bananas, tangerines, etc. (not fruits where you eat the outside skin).
- Snacks – pre-packaged, single use serving.
- Boxed or bagged meals; single use servings, include condiments in the packaging.
- Place items at seat or on table, accessible for guests to pick up only their individual serving.

Option 2

Plated Food

- Serve guests the plated food and include the utensils.
- Servers may not share serving utensils, tools, drink containers, equipment, or supplies.

Condiments/Accompaniments

- Plates, utensils or cups may not be stacked in bulk on the table for guests to pick up.
- Condiments and/or accompaniments may not be stacked in bulk on the table for guests to pick up. Serve prepackage condiments and/or accompaniments in single use, individual servings and include with snack/meal or placed at the individual table setting.

Drinks

- Drinks - preferably individual servings: bottles, cartons, etc. Guests may not pour their own drinks.
- If serving coffee or tea, pour into individual cups, servers may not share drink containers or other supplies.
- Do not place accompaniments on tables in bulk (baskets, etc.).
- Offer sweeteners, creamer, stirrers, etc. in prepackaged single use servings in envelopes or bags.

Other Food Related Items

- Encourage disposable food service items, including utensils and dishes.
- Discourage shared use of equipment, supplies, tools, etc. and one unavoidable, clean and disinfect per CDC guidelines.
- Do not allow self-serve food or drink options, buffets, salad bars, or drink stations.
- When serving food, drink or other items there shall be no sharing of utensils, tools, drink containers, equipment, or supplies.

No food will be served during this rental.

Personal Protective Equipment (PPE)

- Individuals who are handling equipment, supplies, food items, etc. must wear PPE (required at all times during set-up/ serving/ clean-up).



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Other General Rental Information:

- Assign one or more Site Supervisors to monitor all activities and ensure strict adherence to Palm Beach County Emergency Orders and Center for Disease Control and Prevention (CDC) Guidelines.
- Communicate COVID-19 requirements to participants/parents/attendees in advance.
- Placement of pre-approved signage where applicable to outline COVID-19 policies and procedures.
- As part of the Permittee’s room layout, provide physical guides, such as tape on floors, appropriate signage, etc. to remain 6 feet apart when waiting in line, to pick up food, drink or other items.
- If applicable, use touchless sign-in, online payment, and packaged items in individual grab and go bags, etc.
- No shared food, tools, equipment, or supplies.

In order to provide the safest possible environment for all to enjoy, we must ensure strict adherence to COVID-19 safety practices and protocols in accordance with Palm Beach County Emergency Orders and Center for Disease Control and Prevention (CDC) Guidelines.

I, _____, hereby affirm that I will abide by all local, County, State, Emergency Orders and Center for Disease Control and Prevention (CDC) Guidelines.

Group Representative Name – Print

Group Name

Group Representative Name – Signature

Date