

INSIDE

TENANTS	NON-TENANTS
<p><u>Auditorium & Cafeteria</u></p> <ul style="list-style-type: none"> ➤ Must be reserved ➤ 25 Maximum capacity for extension of meetings, workshops, classes with staff, participants/clients, volunteers only ➤ Only between the hours of 7:00am – 7:00pm Sunday - Saturday ➤ No additional fees ➤ No site support (i.e. unlocking of building/doors, set-up or take-down of tables & chairs) ➤ Space must be left in as good as or better condition as before use (i.e. wipe down tables, clean high touch surfaces, sweep, mop) ➤ Adherence to <u>All</u> COVID-19 Social Protection Rules <p><u>Small Conference Room</u></p> <ul style="list-style-type: none"> ➤ Must be reserved ➤ 5 Maximum capacity for extension of meetings with staff, participants/clients ➤ Only between the hours of 7:00am – 7:00pm Sunday – Monday ➤ No additional fees ➤ No site support (i.e. unlocking of building/doors, set-up or take-down of tables & chairs) ➤ Adherence to <u>All</u> COVID-19 Social Protection Rules ➤ Space must be left in as good as or better condition as before use (i.e. wipe down tables, clean high touch surfaces, sweep, mop) 	<p><u>Auditorium & Cafeteria</u></p> <ul style="list-style-type: none"> ➤ Must be reserved ➤ Usage by Envision Center, City of Sacramento, County of Sacramento, or others as appropriate, for COVID-19 Response events. Maximum number of people to be determined per event ➤ 25 Maximum capacity per area for Volunteers completing maintenance and beautification projects ➤ Only between the hours of 9:00am – 5:00pm Monday – Friday ➤ No additional fees ➤ Adherence to <u>All</u> COVID-19 Social Protection Rules ➤ No site support (i.e. unlocking of building/doors, set-up or take-down of tables & chairs) ➤ Space must be left in as good as or better condition as before use (i.e. wipe down tables, clean high touch surfaces, sweep, mop) <p><u>Small Conference Room</u></p> <ul style="list-style-type: none"> ➤ Must be reserved ➤ 5 Maximum capacity ➤ Only between the hours of 9:00am – 5:00pm Monday – Friday ➤ No additional fees ➤ Space must be left in as good as or better condition as before use (i.e. wipe down tables, clean high touch surfaces, sweep, mop) ➤ Adherence to <u>All</u> COVID-19 Social Protection Rules

OUTSIDE

TENANTS	NON-TENANTS
<p><u>Blacktop/Grass/Playground Areas</u></p> <ul style="list-style-type: none"> ➤ No reservation needed (first come, first served) ➤ 25 Maximum capacity for extension of meetings workshops, classes with staff, participants/clients, volunteers only ➤ Only between the hours of 7:00am – 7:00pm Sunday – Saturday ➤ No additional fees ➤ No site support will be given (i.e. unlocking of building/doors, set-up or take-down of tables & chairs) ➤ Area must be left in as good as or better condition as before use (i.e. empty outdoor garbage cans, sweep area, no trash left) ➤ No equipment will be provided ➤ Adherence to <u>All</u> COVID-19 Social Protection Rules <p>Drive-Thru Events</p> <ul style="list-style-type: none"> ➤ No maximum capacity ➤ Reservation required ➤ Only between the hours of 7:00am – 7:00pm, Monday – Saturday ➤ No additional fees ➤ No site support will be given (i.e. set-up or take-down of tables & chairs) ➤ Area must be left in as good as or better condition as before use (i.e. empty outdoor garbage cans, sweep area, no trash left) ➤ Adherence to <u>All</u> COVID-19 Social Protection Rules 	<p><u>Blacktop Areas/Grass/Playground Areas</u></p> <ul style="list-style-type: none"> ➤ Reservation required ➤ 25 Maximum people ➤ Only between the hours of 7:00am – 7:00pm Sunday – Saturday ➤ No additional usage fees ➤ \$200 refundable deposit required ➤ Any required keys (restroom, gate) to be signed out upon signed agreement, deposit and insurance ➤ No site support will be given (i.e. unlocking of building/doors, set-up or take-down of tables & chairs) ➤ No equipment will be provided ➤ Area must be left in as good as or better condition as before use (i.e. empty outdoor garbage cans, sweep area, no trash left) ➤ Adherence to <u>All</u> COVID-19 Social Protection Rules <p>No Drive-Thru Events Allowed</p>