



**Pierce County Parks Indoor Rental Safety Checklist
"Safe Start" Washington – PHASE 2**

Event: _____ Date _____

Host (Name) First: _____ Last: _____

Mailing Address: _____ City: _____ State: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

This checklist applies to:

Non-religious wedding and funeral or memorial services. Wedding services are defined as the wedding ceremony and receptions that are co-located or adjacent to the ceremony. Wedding services do not include engagement parties, bridal/groom/couples' showers, bachelorette/bachelor parties, or rehearsal dinners. Funeral and memorial services are defined as the ceremony honoring a deceased person, including a wake, burial, cremation, or memorial service, located indoors or outdoors.

[Guidance for Religious and Faith Based Organizations](#) and [Non-religious ceremonies memorandum](#).

Any group wishing to offer public or private event in Phase 2 of Safe Start Washington, meeting the aforementioned conditions, must have a written Safety Plan outlining how its event will be managed to prevent the spread of COVID-19. This checklist may be used for this purpose or you may develop a more detailed plan that includes but is not limited to the items in this checklist.

The event will include:

- Protections for guests as well as protections for event employees that is at least as protective as the requirements from the Department of Labor & Industry. <https://lni.wa.gov/forms-publications/F414-164-000.pdf>
- An event host may fill out this template to fulfill the requirement or may develop its own Safety Plan that exceeds the listed requirements.
- The host of the event is required to create the plan; a copy of the plan must be submitted prior to permit approval, and will be retained by the owner of the site or the public agency that permits the event as well.
- A copy of the plan must be available at the location for inspection by state and local authorities.
- This plan will be made available to Washington State regulatory agencies or local health or safety authorities in the event of an inspection.
- Event hosts are required to follow the Safe Start Washington – Phased Reopening County-by-County and industry specific guidance. Please discuss with your Parks Representative if you have additional concerns or questions.

Event Attendance:

- a. Please keep in mind the following attendance calculation considers an allowance to insure adequate physical distancing is maintained for non-household members in attendance.

- b. This attendance number must also include vendors or other technical staff (i.e.: wedding planner, photographer, videographer, DJ, catering staff, officiant, etc.).

FOR PIERCE COUNTY PARKS STAFF USE ONLY		
Facility/Room(s) _____		
Based on your request, capacity for your event will be:		
Phase 2 _____	Modified Phase 2 _____	Phase 3 _____

Please initial your understanding and acknowledgement of the following requirements:

- ____ 1. Inform all employees, contractors, and guests that they must self-screen for signs and symptoms of COVID-19 before arriving at the location.

- ____ 2. Renter must provide their own hand sanitizer, wipes and other disinfectant to maintain a clean environment for their attendees.

- ____ 3. Renter will provide masks to those attending who do not have one with them, or they are required to restrict them from attending the event.

- ____ 4. Renter will not allow any group choir singing or any live entertainment, karaoke, or dancing.

- ____ 5. Renter will be committed to keeping a log of all attendees at our event including contact information up to two weeks after my event. This is required in the event contact tracing is necessary.

- ____ 6. Everyone in attendance at this event will be required to wear a face covering at all times during the event. The host of the event will document those attending who cannot wear a face covering due to a qualifying health condition or children under 2 years of age. (See Department of Health 20-03 Face Coverings Exemptions) (Temporary removal of face coverings for persons required for ceremonial purposes should discuss this in advance with your Recreation professional).

- ____ 7. Attendees will be advised that only two members will be allowed in the restrooms at a time. 6ft must be maintained while waiting for use of the restroom.

- _____ 8. All organizations must adhere to physical distancing requirements and have six feet of space between the attendee's seats and tables. Members of the same household may be seated together as a single unit.

Dining: If food is served at a reception for a wedding, funeral, or memorial service, the venue must comply with the guidance for Dine-in Restaurants and Taverns.

- _____ 1. All food service must be individually plated or boxed, no communal or buffet type service is allowed.
- _____ 2. The event host must provide access to hand sanitizer for every attendee.
- _____ 3. Tables and chairs must be placed in such an arrangement that 6' distance between each table is achieved.
- _____ 4. Only individual menus or programs may be distributed to each person. You may choose to provide this electronically or post it within the room.
- _____ 5. Food & beverage distribution may be done in 6ft distanced lines or delivered directly by a single table server.

Please provide the name(s) and contact information for vendors providing the following services applicable:

	Business Name	Contact Person	Phone Number	Email
Wedding Planner:	_____	_____	_____	_____
Catering:	_____	_____	_____	_____
Photography:	_____	_____	_____	_____
Videography:	_____	_____	_____	_____
Hosted Bar Service:	_____	_____	_____	_____
DJ/Band:	_____	_____	_____	_____
Other:	_____	_____	_____	_____
Other:	_____	_____	_____	_____

I understand that failure to agree to and comply with the above conditions and/or any supplemental safety plan will result in cancellation of permit and may result in immediate cancellation of the remainder of my event.

Permit Holder Name (printed): _____

Permit Holder Signature: _____

Date: _____

I have attached a supplemental safety plan with additional details about my event (optional).