



Item No. 6b Town of Atherton

PARK AND RECREATION COMMITTEE – DISCUSSION

TO: PARKS AND RECREATION COMMITTEE

FROM: SALLY BENTZ-DALTON – PARK MANAGER

DATE: SEPTEMBER 2ND, 2020

SUBJECT: Discussion of the reopening of small events and day use along with requirements

DISCUSSION

Please see information below regarding the reopening protocols for small events and day use permits for groups of 13-25 as well as the Rental Rules and the Day Use Sign. Staff will give an overview and a discussion will follow.

Protocols:

- **ALL EVENTS ARE RESTRICTED TO OUTDOOR ACTIVITIES ONLY.**
- **INDOOR RENTALS ARE NOT YET PERMITTED.**
- **RESTROOMS ARE ONLY PROVIDED TO RENTALS THROUGH CATERING BY DANA AND ARE SUBJECT TO THE RESTRICTIONS BELOW. THESE INCLUDE CLEANING BEFORE AND AFTER THE EVENT AND THE REQUIREMENT OF CLEANING AFTER EACH USE. THESE CAN BE COSTS ADDED TO THE RENTAL.**

EXISTING VENDORS

- Staff is to arrange a MCE staff member to return to the Park on the weekends and monitor outdoor activities. Enforcement shall be reported to the PD and the PD shall enforce social distancing protocols (distancing, face coverings, maximum # of group attendees, no shared utensils, etc).
- Staff is required to provide all existing vendors (Folk Dance, AA, Dog Training, etc.) with a set of protocols to follow for social distancing activities.
- Advise that these requirements will be enforced and that failure to abide by the requirements may result in termination of their rental agreement.
- Restrooms and indoor access are not provided to existing vendors.
- Use of Town tables and chairs are not authorized at this time.
- Barbecue and picnic areas shall remain closed.
- No buffet or shared food.
- Existing vendors are limited to a maximum of **40 attendees** as they are regulated by the Town via a rental agreement.
- All groups shall also be reminded of the Town's new material use ordinance (compostable materials).

6a. Reopening

9/2/2020

Page 2 of 4

- Renter or event organizer shall sign a **COVID Waiver and acknowledgement** of mask wearing, social distancing, and other protocols – to include that there are no restrooms provided/available. Waiver shall require compliance with all local, county, and state requirements.

AD HOC DAY USE RENTALS – UP TO 25

- Day Use Permits are authorized up to a maximum of 25 people. These types of rentals are any event that is a non-town vendor event and a non-Catering by Dana rental. These include any outdoor organized activities such as gym classes, bootcamps, yoga, dance, family gatherings, picnics larger than 12 and up to 25.
- Small outdoor activities (less than 12) do not trigger a Day Use Permit but are still subject to the social distancing requirements and protocols.
- Day Use Permits for groups between 12 and 25 must be obtained in advance. Same-day issuance is not permitted and group exceeding 12 will be asked to leave. MCE to advise and PD is responsible for enforcement.
- Approved use areas only: North Lawn, grass area by Pavilion, Pavilion Patio, Main House Patio, etc.
- Renter or event organizer shall sign a **COVID Waiver and acknowledgement** of mask wearing, social distancing, and other protocols – to include that there are no restrooms provided/available. Waiver shall require compliance with all local, county, and state requirements.
- Town will not supply chairs or other materials.
- Barbecue and picnic areas shall remain closed.
- All groups shall also be reminded of the Town's new material use ordinance (compostable materials).
- Any setup of activities must meet social distancing guidelines for mats, chairs, etc.
- Area shall be cordoned off with signage, either provided by Town for rent or provided by renter.
- No sharing of equipment.
- If food is brought in, it shall not be pre-packaged to the maximum extent possible.
- There shall be no sharing of utensils or materials and no buffet-style food.

CATERING BY DANA EVENTS – WEDDINGS, RECEPTIONS, AND OTHER SIMILAR EVENTS – UP TO 40 – OUTDOORS ONLY

- No more than 40 people (inclusive of any vendors).
- Chairs must be spread, set as 2 together, with aisle in the middle
- CBD staff will set up to make sure it complies with social distancing.
- CBD staff must be on premises for the duration of the event to monitor the gathering and take temperature of any vendors.
- No buffet, all food has to be pre-plated/individual served. No sharing utensils.
- Tables will be set up with one table per household or no more than 4 chairs per round table.
- Use of the Catering Kitchen is limited to 3 people at a time. **No use of interior of facilities is allowed**. Kitchen must be sanitized before and after event. Users shall wear masks and gloves and clean and sanitize all high-touch areas.
- Restrooms must be cleaned before and after the event and **after each use**. Renter can arrange for such cleaning via Catering By Dana at cost and/or provide a bathroom attendant. Only one person is allowed in the bathroom at a time. Exception for young children or adults that need assistance. Restroom can be restricted to one facility (for example – only the exterior access men's restroom).
- Dancing shall be minimized.
- Outdoor/amplified sound or music shall cease at 8 pm.
- No games that require sharing/touching equipment.
- Outside caterer/vendors have to submit signed Social Distancing Protocol form.
- Renter or event organizer shall sign a **COVID Waiver and acknowledgement** of mask wearing, social distancing, and other protocols – to include that there are no restrooms provided/available. Waiver shall require compliance with all local, county, and state requirements.
- Approved use areas only: North Lawn, grass area by Pavilion, Pavilion Patio, Main House Patio, Event Garden, etc.

Rental Rules:

Holbrook-Palmer Park Day Use Rental Rules

Day Use permit is required for groups of people from 13 to 25

- No day use groups over 25 allowed.
- Day Use Permits are authorized up to a maximum of 25 people. These types of rentals are any event that is a non-town vendor event and a non-Catering by Dana rental. These include any outdoor organized activities such as gym classes, bootcamps, yoga, dance, family gatherings, picnics larger than 12 and up to 25.
- Small outdoor activities (less than 12) do not trigger a Day Use Permit but are still subject to the social distancing requirements and protocols.
- Approved use areas only: North Lawn, grass area by Pavilion, Pavilion Patio, Main House Patio, etc.
- Renter or event organizer shall sign a **COVID Waiver and acknowledgement** of mask wearing, social distancing, and other protocols – to include that there are no restrooms provided/available. Waiver shall require compliance with all local, county, and state requirements.
- Six feet distance from other people is required when in public from people not in your family.
- A mask is required to be worn while in public.
- Restrooms are closed.
- Town will not supply chairs or other materials.
- Barbecue and picnic areas shall remain closed.
- Any setup of activities must meet social distancing guidelines for mats, chairs, etc.
- Area shall be cordoned off with signage that states that the event is private and social distancing rules are being followed. Signs to be placed at boundary of event.
- No sharing of equipment.

RELEASE WAIVE AVAILABLE UPON REQUEST



Day Use Sign:

**TOWN OF ATHERTON -HOLBROOK-PALMER
PARK**

DAY USE PERMIT -

PRIVATE EVENT

SOCIAL DISTANCING REQUIRED

- A mask is required to be worn while in public.
- Six feet distance from other people is required when in public from people not in your family.
- Any setup of activities must meet social distancing guidelines for mats, chairs, etc.
- No sharing of equipment.
- Area shall be cordoned off with signage that states that the event is private and social distancing rules are being followed. Signs to be placed at boundary of event.