



INDOOR RENTALS - 2021 SBCC COVID-19 UPDATES

See the SBCC website for full details for renting and required forms:

<https://bellevuewa.gov/city-government/departments/parks/community-centers/sbcc/south-bellevue-community-center-rentals>

<p>Before you request a rental, you must:</p>	<ol style="list-style-type: none"> 1. Review the applicable guidelines at both the Governor’s Office and the Department of Health to learn the recommended COVID precaution/safety guidelines specific to your rental activities. Also review the NWAC COVID-19 Operations Plan for facility-specific operations. 2. Prepare a COVID Plan for your rental activity to ensure you can enforce the aforementioned safety precautions and communicate the information to your participants. 												
<p>COVID-19 and Health Information:</p>	<p>Wearing of masks and physical distancing is the first defense against COVID-19. In order to keep rentals available, it is important for all rental groups to take steps to ensure participants attending the rental activity do not have any COVID symptoms, been in close contact with some with COVID-19, or are still under quarantine or isolation as directed by Dept. of Health. If participants are experiencing COVID-19 symptoms, they may not enter the facility.</p>												
<p>Temporary SBCC Capacity:</p>	<p>Facility maximum capacities are limited and may change if King County moves to a different phase. Ensure capacity numbers in both Phases will work for your rental before reserving space. <i>Studios B and D are the only facilities currently available for rental.</i> Only one rental group will be onsite at a time. To allow for adequate sanitizing and air exchange, a “buffer” time of over an hour is scheduled between each facility activity. Rental booking times will be strictly enforced.</p> <table border="1" data-bbox="760 1241 1409 1423"> <thead> <tr> <th></th> <th>Community Room A or B <u>Max. Capacity</u></th> <th>Community Room A&B <u>Max. Capacity</u></th> <th>Classroom <u>1 or 2</u></th> </tr> </thead> <tbody> <tr> <td>Phase 2:</td> <td>20</td> <td>36</td> <td>7</td> </tr> <tr> <td>Phase 3:</td> <td>30</td> <td>75</td> <td>13</td> </tr> </tbody> </table>		Community Room A or B <u>Max. Capacity</u>	Community Room A&B <u>Max. Capacity</u>	Classroom <u>1 or 2</u>	Phase 2:	20	36	7	Phase 3:	30	75	13
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<p>Indoor Facility Request Form now contains language pertaining to COVID-19 protocols:</p>	<p>By signing the Indoor Facility Use Request Form, you are acknowledging that you will comply with all applicable COVID-19 safety requirements and guidelines as issued by the Governor’s Office, Department of Health, other State or local authorities. You are also acknowledging that you have a COVID-19 Plan in place for your organization and that you have also reviewed and will follow the NWAC COVID-19 Operations Plan.</p>												
<p>Revised Advanced Reservation Policy:</p>	<p>Reservations can only be made up to, but not more than, 3 months in advance. SBCC accepts rental requests on a first-come, first-serve basis.</p> <p>Rentals are currently only permitted outside of facility operating hours.</p>												
<p>Booking your rental:</p>	<p>A <i>signed</i> Indoor Facility Use Request Form, Supplemental Form and 50% of your first month’s rental fees are required to book, unless booking is under 30 days from the event date, in which case full payment is required. For monthly renters, a \$35 reservation fee is required for each additional month requested.</p>												

Changing or cancelling a date or time:	Existing cancellation policies are applicable if there are no changes to the Governor’s Phases at the time of the cancellation or change.
COVID-Specific Cancellations:	<p>If a suspected or known exposure to COVID occurs in the facility prior to your rental, be aware the entire facility may be closed until proper sanitation is completed. In these cases, the renter will receive a full refund.</p> <p>If you or a majority of your guest are infected with COVID-19 or have been in close contact with someone with COVID-19, please contact us to discuss a refund. Notification to the City must be by phone (reaching a person) and be received at least 3 days prior to the rental date.</p>
Post-Rental COVID Exposure:	If a potential exposure or positive case is identified after a rental, it is the responsibility of the renter to inform their guests as well as to inform the City of the exposure date and time.
Disinfecting Responsibilities and Protocols:	Renters are responsible for wiping down all touchpoints in the facility space used following their rental. Please schedule enough time to wipe down tables, chairs and touchpoints. Common areas, such as hallways, entry doors, restrooms, etc. will be regularly sanitized during your rental by City staff.
Catering, Alcohol & Entertainment (Special Use Form):	Regular facility guidelines apply to catering, alcohol, and entertainment during rentals at SBCC. Please see the guidelines in the <i>Before you Request a Rental</i> section (links on page 1) for COVID-19 food service guidance.

RESOURCES

SBCC COVID-19 Facility Operations Plan – this document will be on the SBCC Rentals website and revised as needed

Governor’s Office: *Washington State COVID-19 Healthy Washington Roadmap to Recovery:*

<https://www.governor.wa.gov/issues/issues/covid-19-resources/covid-19-reopening-guidance>

Washington State Department of Health Resources and Recommendations:

www.doh.wa.gov/Emergencies/COVID19/ResourcesandRecommendations

SBCC Rentals:

Kristina DeFlorio, Administrative Assistant: 425-452-7150

Available: Mon – Fri, 8am – 4pm

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