

NEW Center House Rules During Covid-19

1. Maximum Capacity of Event Space
 - a. Grand Ballroom – 240 Guests maximum capacity. (This will vary based on room set up) The State of Ohio has removed maximum capacities for banquet facilities however physical distancing of 6’ is still enforced leaving the NEW Center at this revised capacity
 - i. Social distancing will be **required** during all events. 6’ minimum distance between guests when not seated will be enforced
 1. Congregating in groups of no more than 10 and 6’ from other groups is permitted
 - ii. Tables will be set a minimum of 6’ apart
 - iii. Recommended 6 guests per table with a maximum of 8
 - b. Cook Alumni Hall – 120 Guests maximum capacity.
 - i. Social distancing will be **required** during all events. 6’ minimum distance between guests when not seated will be enforced
 1. Congregating in groups of no more than 10 and 6’ from other groups is permitted
 - ii. Wedding Ceremonies
 1. Rows will be set 7’ apart per Portage County Health Department guidelines
 2. 10 chairs per row on each side of the center aisle
 3. Face masks/coverings must be worn by guests. Bridal party will be exempt from this rule
 - c. Jay A. Gershen Atrium – 150 Guests maximum capacity. (This will vary based on room set up)
 - i. Please speak with an event coordinator to discuss seating options
 - d. NEW Center Patio (Ceremony) - 75 – 100 guest maximum capacity
 - i. Rows will be distanced 7’ apart per Portage County Health Department guidelines
 - ii. Face masks/coverings are **required**. Bridal party will be exempt from this rule
2. COVID Communication With Guests

- a. Elderly people and those who are vulnerable as a result of preexisting medical conditions should take additional precautions, including not attending the event.
 - b. Clients should encourage guests that are symptomatic or ill to stay home. It is up to the event organizer to determine how they will screen their guests upon arrival at the event if they chose to do so. The NEW Center will not provide screening for the event.
3. Facial Masks/Coverings/Sanitizing
- a. Facial masks/coverings are **required** upon entering The NEW Center and **during** all events. Facial masks/coverings may be removed while actively eating or drinking. If guests are moving about the room facial masks/coverings **must** be worn
 - b. When entering/exiting the building, moving between event spaces or when using the restroom, guests are **required** to wear facial masks/coverings
 - c. All employees will be **required** to wear facial masks/coverings during the event. Food service employees will also wear gloves at all times
 - d. Guests should remember to cover coughs or sneezes (please sneeze into the sleeve or elbow, not hands)
 - e. Hand sanitizing stations are located throughout each ballroom as well as the 2nd floor of the NEW Center
 - f. A HEPA filter will be located in the event space for the duration of the event
 - g. A *Wellness Porter* will be visible during the event cleaning and sanitizing high touch surfaces per the CDC protocols with EPA registered products
 - h. Sanitizing fogging of event rooms will be implemented at an additional charge. (Please refer to line 11)
4. Cocktail Reception
- a. Food must be consumed at tables
 - b. Facial masks/coverings are **required** when not actively eating or drinking
 - c. Food selections will be served by a NEW Center staff member and food stations will be monitored by a NEW Center staff member.
 - d. Congregating in groups of no more than 10 and 6' from other groups is permitted
5. Bar Service
- a. Service will be available at the bar

- i. Guests visiting the bar will be required to practice social distancing through floor markings and will be **required** to wear facial masks/coverings
 - ii. Plexiglass barriers may be in place at the bar
 - b. No more than 2 drinks per guest per visit to the bar
 - c. Bar service will be available for a maximum of five (5) hours
 - d. Last call will be 30 minutes before the scheduled end of the event
- 6. Dining Options
 - **Assigned seating is recommended for all events. We ask that a copy of this seating chart be provided to the NEW Center staff at the start of the event. This will be used only if contact tracing is necessary as a result of a positive COVID 19 case. A second option will be for the client to provide sign up sheets at each table for guests to “Check in” when they sit down. These lists should also be provided to the NEW Center staff after the start of the event.**
 - a. Buffets are permitted at all events
 - i. Buffets can be served by NEW Center staff or can be self-serve with sanitation at the start and end of the food line. Gloves can be provided as an extra precaution, at an additional charge, upon request
 - ii. Guests will be released by table for buffet service and will be required to practice social distancing through floor markings
 - iii. All food must be consumed at the guests assigned table
 - iv. Servers will be assigned to one group of tables for the event with no crossover service
 - b. Plated meals are available in place of a buffet (Please discuss with an event coordinator)
 - i. Meal selections made by the client will be plated with all offerings
 - ii. Servers will serve meals to guests sitting at tables
 - iii. Servers will be assigned to one group of tables for the event with no crossover service
 - iv. All food must be consumed at the guests assigned table

****Please understand these social distancing guidelines will make serving meals a longer process than normal****

- 7. Cake and Dessert Options
 - a. All cake, cupcake and cookie dessert options will be served by the NEW Center Staff. Self serve is permitted if selections are individually wrapped
- 8. Music and Dancing
 - a. DJ's and live entertainment are welcome at the NEW Center
 - b. Guests wanting to dance will be asked to social distance 6' from others while dancing and are **required** to wear facial masks/coverings
- 9. Guest are asked to limit their movement throughout the evening except to use the restroom, visit the bar, visit the buffet, or if they choose to dance. While congregating in groups of 10 is permitted we ask that this be limited as much as possible

- 10. COVID-19 Sanitation Charge
 - a. The NEW Center has implemented a COVID-19 surcharge of \$250.00 per event for a *Sanitation Specialist* to fog the event spaces at the conclusion of all events

It is the responsibility of the event coordinator to communicate and enforce these *House Rules* to their guests. If NEW Center management notice individuals in violation of the rules they will express concerns to the client and ask that the violation be resolved. The NEW Center has the right to ask for the removal of anyone that is in violation of these *House Rules*. If the *House Rules* are not being followed the NEW Center management staff, after communication with the event client, has the right to shut down the event for the evening.

By signing this document I understand the NEW Center *House Rules*, as outlined, and agree to enforce these rules with my event participants. I understand if attendees do not follow these rules they may be asked to leave and if continued noncompliance exists the event may be shut down.

Client _____ Date _____

NEW Center Representative _____ Date _____