

**Access**

- For youth activities, adult supervision must be present in order for participants to access the meeting room.
- Early access to the meeting room may be available and is limited to a maximum of 5 minutes prior to the booked time.
- Permit Holders are required to vacate the meeting room immediately after the conclusion of their rental time.

**Animals**

- Pets are not permitted in City Recreation Facilities.
- Individuals with disabilities who are accompanied by a qualified service animal may be asked to provide a Service Animal Identification Card.

**Banners and Signs**

- No signs, posters or messages with explicit language, profanity or derogatory characterization directed toward any person or groups.
- Signs may not be attached to buildings without prior City approval.

**Cleaning**

- Following recommendations from AHS, cleaning and disinfecting schedules have been increased due to COVID19.
- Hand sanitizer is provided in facilities. Hand washing sinks are stocked with soap and paper towels.
- Meeting rooms and equipment will be cleaned and disinfected regularly, however disinfection between each user groups may not occur.

**Community Standards Bylaw**

- Profanity, aggressive and disrespectful behavior from participants will result in immediate expulsion. This may include but not limited to, police or by-law being contact. This is in direct contravention with the City of Red Deer Community Standards Bylaw.

**Controlled Substances (Alcohol/Cannabis)**

- Consumption or presence of controlled substances by a permit holder and their guest can result in the suspension of booking privileges for a specific time. This includes immediate expulsion from the facility of the individual or individuals. The Permit Holder is responsible for the conduct of participants and spectators.
- Alcoholic beverages are not permitted in any City facility unless specifically approved in writing and subject to compliance with applicable regulations.
- Smoking or consumption of cannabis is not permitted on City property.

**Emergencies**

- Please call 9-1-1 for a major emergency. Report major safety incidents to staff.
- Follow the instructions of staff during an emergency.
- Emergency exit maps are located in each facility; staff can point out their location for your reference.
- Emergency exits and walkways must be kept clear at all times.

**First Aid**

- First Aid responders are not guaranteed in City of Red Deer Recreation Facilities. All City of Red Deer Recreation Facilities are equipped with Automated External Defibrillators (AED's).

- Permit Holders should be prepared to provide first aid response for their guests along with the appropriate personal protective equipment, including a mask and gloves.
- Please report major safety incidents to staff.

### **Food and Beverage Policy**

- For the safety of everyone, glass containers are prohibited.
- All users must honor all food service contractual arrangements specific to each facility.

### **Permit Holder Responsibilities**

- Permit Holders must share these Meeting Room Facility User Guidelines with all participants and require compliance. A Participant is defined as *all athletes, parents/guardians, visitors, coaches, officials, volunteers and staff*.
- Permit Holders are responsible to ensure that the facility is left in an acceptable condition and free of damage, including facilities/structures. Additional charges will be levied if damages are incurred, or if extra cleanup is required which includes, but is not limited to spit, chewing gum and garbage.

### **Personal Hygiene**

- All visitors are encouraged to use hand sanitizer upon entering, while in attendance and upon leaving the facility.
- All participants are expected to exhibit safe respiratory etiquette (i.e. cough/sneeze into arm, no spitting or clearing nasal passages, etc.).
- Refrain from use of scents (i.e. body spray, room deodorizers, perfumes, etc.) in order to minimize sneezing and coughing.

### **Risk and Liabilities**

- The City's liability is with respect to the maintenance of the facility you use.
- If applicable, as a Permit Holder of City recreation facilities, you are responsible to make certain that the standards that apply to your governing body are followed for the safety and well-being of participants.

### **Smoke Free Facility**

- As per the Smoke Free Bylaw, all tobacco products including vaping and e-cigarettes are not permitted within any City facility, within ten (10) meters from sports fields and playgrounds and five (5) meters from buildings, doorways or access gates to the facility. Any infraction will result in additional charges and cancellation of future bookings.

**Please treat our staff with respect.  
Staff are required to ensure user compliance with facility guidelines.  
Abuse or harassment of staff will not be tolerated.**

Thank you for your cooperation. Non-compliance may result in loss of booking privileges.

For your convenience, the above Interim COVID19 Meeting Room Guidelines  
can be accessed online at:

<https://www.reddeer.ca/recreation-and-culture/recreation/facility-and-park-rentals/>