



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

# Community Facility Rental Application Instructions

## (COVID-19 Revision)

Within this package, you will find the information you will need in order to complete your Community Facility Rental Application. The following contents are included:

1. Community Facility Rental Application
2. Community Facility Set-Up/Take-Down Request Form (applicable if you require set-up/take-down of tables and chairs or rental of the sound system/stage; additional fees apply)
3. Key/Code Holder Agreement
4. Facility Use Release of Liability, Waiver of Claims and Indemnity Agreement
5. Checklist for Damage & Cleaning of Community Facilities (**Revised for COVID-19 sanitation requirements**)
6. Contact Tracing Form to be filled out for each participant
7. Health Declaration to be signed by each participant before taking part in each session
8. Addendum to Facility Use, Release, Waiver & Indemnity Agreement to be signed by program organizer
9. Acknowledgement of Risk to be signed by each participant
10. [BCCDC -Tools and strategies for safer operations during the COVID-19 pandemic](#)  
(review to assist you with creation of your COVID-19 Safety Plan, which you need to submit with application)

The following items are located on the Village website here under the Community Facility Rental Application drop down: <https://www.lionsbay.ca/services/corporate-services/forms-applications>

### Required by All Users (No Exceptions):

- Community Facility Insurance. May be purchased here: <https://miabc.eventpolicy.ca/>
- Community Facility Rentals Policy No. 1407 and Refunds and Cancellations Policy No. 1408
- Key/Code Holder Agreement Form to sign out a key or need the storage shed code.
- COVID-19 Safety Plan submitted by Group/User prior to rental
- Facility Use Release of Liability, Waiver of Claims and Indemnity Agreement
- Contact Tracing Form to be filled out for each participant
- Health Declaration to be signed by each participant before taking part in each session
- Addendum to Facility Use, Release, Waiver & Indemnity Agreement to be signed by program organizer
- Acknowledgement of Risk to be signed by each participant

### Optional depending on Event Requirements:

- Community Facility Event Set-Up/Take-Down Request Form if Public Works to set-up/take-down equipment.
- Food Safe Application Forms (if applicable) **Please Note: No food service permitted until further notice**
- Special Event Permit (SEP) and Special Event Server (SES) Certificate Forms (if applicable)

If you have any questions regarding the Community Facility Rental Application Forms, please contact the Village Office at 604-921-9333 or email [reception@lionsbay.ca](mailto:reception@lionsbay.ca).

**\*Masks should be worn at all times, other than situations in which participants are Physically Distanced (PD) in the midst of their activity - ie: arrive wearing a mask, get set up, if necessary for the activity and PD is achievable remove mask (eg: to play instrument), put mask back on to use washroom or walk around the gym, keep mask on when packing up, cleaning and sanitizing, and departing.**



# 1. COMMUNITY FACILITY RENTAL APPLICATION

Applicant and Facility Information	
Name of Applicant or Group:	
Municipal Grant Program: <input type="checkbox"/> Yes or <input type="checkbox"/> No	
Contact Name:	
Contact Telephone:	Contact Email:
Date of Event:	Time of Event:
Description of Event:	Facility Rented:
Estimated # of Participants: <i>(Hall capacity: 110 people, floor size: 100' x 40')</i>	Off-Site Equipment Rented:
Required Documentation and Payments	
<input type="checkbox"/> Liability Insurance provided	
<input type="checkbox"/> Completed Release of Liability, Waiver of Claims & Indemnity Agreement	
<input type="checkbox"/> Rental Fee Paid	Amount of Rental Fee: \$
<input type="checkbox"/> Completed Set-Up/Take-Down Request Form please check off the following items requested on the set-up/take-down form ( <i>note: some items may have an additional cost, see Fees Bylaw No. 497</i> ):	Set-Up/Take-Down Fees, if any <i>(i.e. tables/chairs/stage/sound system):</i>
<input type="checkbox"/> Tables <input type="checkbox"/> Sound System <input type="checkbox"/> Volley Ball Nets <input type="checkbox"/> Chairs <input type="checkbox"/> Stage <input type="checkbox"/> Other	\$
<input type="checkbox"/> Damage Deposit Amount \$	Date Paid:
<input type="checkbox"/> Cash or <input type="checkbox"/> Cheque	Cheque # <i>(if applicable)</i> :
<input type="checkbox"/> Signed Key/Code Holder Agreement Form	<input type="checkbox"/> <b>Submitted COVID-19 Safety Plan, including undertaking in respect of participant forms</b>
<b>TOTAL FEES: \$</b>	
Liquor License, Food Services & SOCAN Information <i>(if applicable)</i>	
<input type="checkbox"/> <del>Provided copy of "Special Event Server" certificate</del>	
<input type="checkbox"/> Provided copy of "Special Event Permit"	
<input type="checkbox"/> <del>Provided Temporary Food Services Application form</del>	
<input type="checkbox"/> Provided copy of SOCAN form	

I have read Community Facility Rentals Policy No. 1407, Refunds and Cancellations Policy No. 1408 and Release of Liability, Waiver of Claims and Indemnity Agreement, and agree to the conditions stated in each.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## 2. COMMUNITY FACILITY EVENT SET-UP/TAKE-DOWN REQUEST FORM

Event Details		
Name of Event:		
Contact Name:	Contact Phone:	
Contact Email:	Submitted by:	
Date of Event:		
Event Start Time:	Event End Time:	P.W. Setup Start Time:
Location of Event:		
Table Set Up: <input type="checkbox"/> yes <input type="checkbox"/> no If yes, how many: _____	Please draw placement of table set up on the next page of this form. Tablecloths: <input type="checkbox"/> yes <input type="checkbox"/> no	
Chair Set Up: <input type="checkbox"/> yes <input type="checkbox"/> no If yes, how many: _____	Please draw placement of chair set up on the next page of this form.	
Stage Set Up: <input type="checkbox"/> yes <input type="checkbox"/> no (note: stage sections are 4' x 8') # of sections: _____	If yes, please draw placement of stage set up on the next page of this form.	
Sound System: <input type="checkbox"/> yes <input type="checkbox"/> no		
Microphones: <input type="checkbox"/> yes <input type="checkbox"/> no		
Printing of Programs: <input type="checkbox"/> yes <input type="checkbox"/> no	If yes, please provide a master document by email to <a href="mailto:reception@lionsbay.ca">reception@lionsbay.ca</a> ; a paper & copy charge will apply.	
Additional Instructions/Requests:		

**Note: a request and payment for set-up and take-down of furniture and equipment for an event must be received by the Village Office no less than 8 business days prior to the booked event date. Additional fees apply for rental of the sound system and stage, as well as set-up/take-down of tables and chairs; see Fees Bylaw No. 497.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

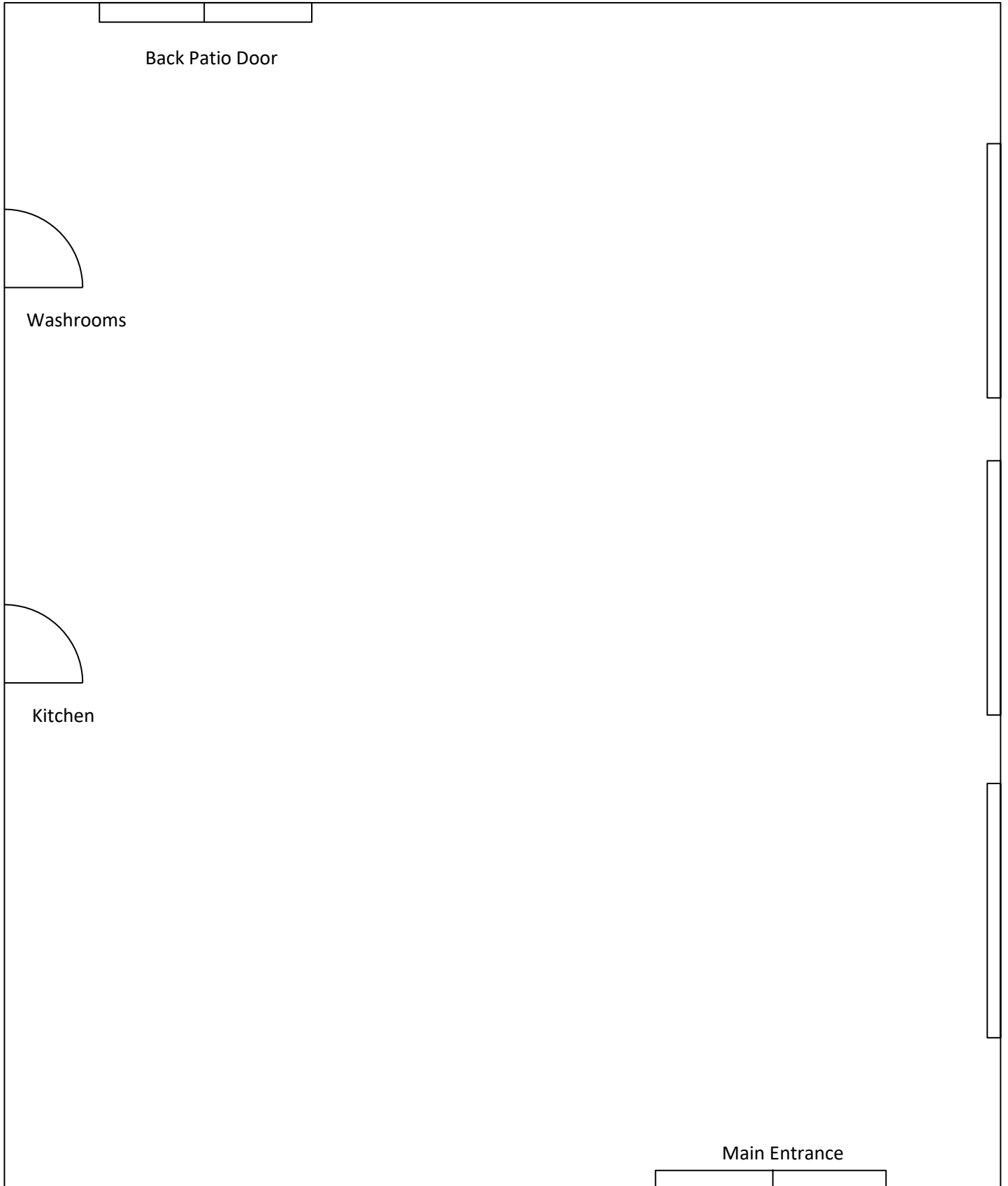
Date of CSR to Public Works:

Forwarded form and applicable drawings to Public Works:  yes



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Please use this space to draw the placement of tables/chairs/stage:





### 3. KEY/CODE HOLDER AGREEMENT

Personal Information	
Name of Key/Code Holder:	
Address:	
Telephone:	Email:
Key/Code Holder Description	
Community Hall	
Storage Shed (code)	
Council Chambers	
Key/Code Holder Agreements	
<p>The key/code holder agrees to:</p> <ul style="list-style-type: none"> <li>• Pay the cost of replacement (including re-mastering) of keys if lost</li> <li>• Return keys at end of program/employment/term of office</li> <li>• Not loan keys or share lock codes to any other person at any time (except by authorization of the Village Manager)</li> <li>• Not duplicate keys</li> </ul>	

I, \_\_\_\_\_ hereby accept full responsibility for the key(s)/code(s) noted above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized By: \_\_\_\_\_

#### RETURNED KEYS

Yes:

Date Returned: \_\_\_\_\_



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### 4. FACILITY USE RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY AGREEMENT

The Applicant accepts, and in consideration of The Village of Lions Bay accepting my / our application for use of their facilities, as scheduled herein, (hereinafter referred to as "the facilities". I / we hereby agree as follows:

1. TO WAIVE ANY AND ALL CLAIMS that I / we have or may have in the future against The Village of Lions Bay and its elected officials including directors, officers, employees and representatives (all of whom are hereinafter collectively referred to as "the Releasees");
2. TO RELEASE THE RELEASEES from any and all liability for any loss, damage, injury or expense that I / we may suffer, or that my next of kin may suffer as a result of my / our use of or my / our presence on the facilities due to any cause whatsoever, INCLUDING NEGLIGENCE, BREACH OF CONTRACT, OR BREACH OF ANY STATUTORY OR OTHER DUTY OF CARE, INCLUDING ANY DUTY OF CARE OWED UNDER THE OCCUPIER'S LIABILITY ACT OF BRITISH COLUMBIA, RS Chap. 303, 1979, ON THE PART OF THE RELEASEES:
3. TO HOLD HARMLESS AND INDEMNIFY THE RELEASEES from any and all liability for any damages to property of, or personal injury to, any third party, resulting from my / our use of the facilities; and
4. This agreement shall be effective and binding upon my / our heirs, next of kin, executors, administrators, assigns and representatives in the event of my / our death(s) or incapacity.

In entering into this Agreement, I am not relying upon any oral or written representations or statements made by the Releasees other than what is set forth in this Agreement.

Prior to the execution of this Agreement the Applicant will obtain and maintain comprehensive general liability insurance including, without limitation, coverage for the indemnity provided herein, on terms satisfactory to the Municipality. The Municipality is to be included as named insured. Such policy will be written on a comprehensive basis with inclusive limits of not less than \$2,000,000.00 per occurrence including \$2,000,000.00 for bodily injury and/or death to any one or more persons including voluntary medical payments and property damage or such higher limits as the Municipality may require from time to time. The policy will contain a clause providing that the insurer will give the Municipality thirty (30) days prior written notice in the event of cancellation or material change. The Applicant will provide the Municipality with evidence of such insurance coverage in the form of an executed copy of a Certificate of Insurance in a form satisfactory to the Municipality ten (10) days prior to the execution of said agreement.



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It is the **sole responsibility of the Applicant** to determine what additional insurance coverages, if any, including but not limited to Workers Compensation and Participants Insurance, are necessary and advisable for its own protection and/or to fulfill its obligations under this contract. Any such additional insurance shall be maintained and provided at the sole expense of the Applicant.

The Applicant understands and agrees that this Agreement may be revoked or canceled at any time with or without cause. The Municipality will make every reasonable attempt to provide a minimum of 48 hours notice of a cancellation to the Applicant.

**The Applicant warrants and represents that if he/she executes this Application on behalf of a Group or Organization that the Applicant has sufficient power, authority and capacity to bind the Group or Organization with his/her signature.**

The Applicant, in consideration of being granted permission to use the Premises agrees to be bound by the Terms and Regulations referred to above and if the Applicant represents a Group or Organization, the Applicant agrees to inform all responsible officials associated with the Group or Organizations of the Terms and Regulations and Waiver and Indemnity Clause.

**I have read the above and fully understand the Terms and Regulations and the Waiver and Indemnity Clauses and will comply with said document.**

Signed and Witnessed this \_\_\_\_ Day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Name of Applicant, please print

\_\_\_\_\_  
Name of Witness, please print

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Address of Applicant

\_\_\_\_\_  
Address of Witness







## 5. CHECKLIST FOR DAMAGE & CLEANING OF COMMUNITY FACILITIES, INCLUDING COVID-19 CLEANING PROTOCOLS

In accordance with the new WorkSafe BC Covid-19 cleaning protocols for public use, the following set of guidelines have been put in place to mitigate the potential health and safety risks to our patrons and user groups. Each user group is required to follow the cleaning protocols and procedures laid out below as it pertains to their specific activity in Broughton Hall. In other words, not all user groups will have the same requirements or cleaning paths that need to be followed after each use.

Please update the Village Staff if there are any anomalies, shortage of cleaning materials or procedural deficiencies.

- Floor has been dust-mopped and spills are cleaned up with water and mild soap
- All equipment, tables and chairs are returned to the appropriate storage
- Sound system is turned off     All lights are turned off     Doors are locked

**BATHROOM:** After Each Use

- Wash Your Hands
- Wipe down counter
- Wipe toilet seat
- Ensure paper towels and feminine hygiene products are disposed of appropriately

**STORAGE ROOM:** After Each Use

- Wipe down chairs and tables that were used
- Wipe down any Village Sports Equipment used
- Wipe down Village Sound Equipment (**no Village microphone use permitted**)

**MAIN HALL** After each use

- Wipe Knobs, Light Switches, Thermostat, Windows if touched
- Sweep Floor (clean up spills if applicable)
- Tie and put garbage in receptacle outside the front of main Office door (latch lid).
- Leave recycling in Hall (Note: participants expected to take home personal garbage and recycling items).

**OUTSIDE DECK** After Each Use

- Clean and wipe down picnic table area
- Clean shed if used and wipe door handles/lock
- Do not leave garbage or personal items in area

**KITCHEN:** After Each Use **No Kitchen Use Permitted – No Food Service Permitted in Hall**

- ~~• Wipe down counters~~
- ~~• Wipe Appliances that were used~~
- ~~• Use Dishwasher to sanitize all dishes~~
- ~~• Dishes/Utensils: if you have used enough to fill more than 50% of dishwasher, load and run (no need to unload), if less than 50%, please hand wash, dry and put away dishes~~

**LOUNGE AREA:** After Each Use (and Contracted Cleaner Weekly) **No Lounge Use Permitted**

- ~~• Sanitize piano keyboard, phones, coat rack, any items on coffee table~~
- ~~• Wipe down chairs~~



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Damage to facilities:

Village cleaning supplies/equipment needing to be re-stocked or replaced:

**Upon leaving the Community Hall, please return the key to the Village Office (drop through the front door slot if after hours). If any damage was made to the facilities, or you noticed any supplies/equipment that should be re-stocked or replaced, please notify Village Staff as soon as possible via email: [reception@lionsbay.ca](mailto:reception@lionsbay.ca), phone: 604-921-9333, or by simply filling in the boxes above and dropping this form off with the key. Thank you!**





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7. COVID-19 HEALTH DECLARATION VISITOR/PARTICIPANT QUESTIONNAIRE FOR BROUGHTON HALL

This form must be completed by all persons on every occasion prior to entering the facility or participating in an event or activity.

The health and well-being of our staff and community members is our priority. Thank you for complying with all guidance and direction provided to ensure a safe environment for all.

This health screening questionnaire is used to identify anyone:

- who may be experiencing COVID-19 symptoms, as characterized most recently by federal and provincial public health officials;
• who has knowingly come into close contact\* with anyone who has exhibited such symptoms or tested positive for COVID-19 or who has been ordered to self-isolate (including themselves or a member of their household); and/or
• who has travelled outside of Canada within the last 14 days or has been in close contact with anyone who has travelled outside of Canada within the last 14 days.

\*Note: close contact is defined as being within 2 meters of a person for more than 15 minutes without personal protective equipment for both you and the person.

HEALTH SCREENING QUESTIONNAIRE:

First and Last Name: \_\_\_\_\_

Name of Child (if applicable): \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Event/Activity at Hall: \_\_\_\_\_

1. Do you or does anyone in your household have any of the following symptoms, either new or worsened (if not associated with allergies, chronic or pre-existing conditions):

fever, chills, fatigue, sneezing, cough, shortness of breath, difficulty breathing, sore throat, headache, loss of taste and smell, muscle aches and/or runny nose? Yes No

2. Have you come into close contact with someone who has exhibited any of the symptoms listed in question 1? Yes No

3. Have you come into close contact with someone who has tested positive for COVID-19 or who has been ordered to self-isolate in the past 14 days? Yes No

4. Have you or has anyone in your household returned from travel outside of Canada (including USA) in the past 14 days? Yes No

If you answered "yes" to any of these questions you will be unable to participate in at this time.

I declare that I answered this questionnaire truthfully and to the best of my knowledge as to my or my child's current health status.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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8.

### **COVID-19 Addendum to Facility Use, Release Waiver and Indemnity Agreement**

***PLEASE READ CAREFULLY!***

Dr. Bonnie Henry stated on May 16, 2020 that “COVID-19 is new for all of us”. We at the **Village of Lions Bay** responded to the direction from our public health officials to first close our facilities and cease offering services. We are now responding to the direction to reopen our facilities and offer services to our community cautiously, with the safety of our staff and community members being our priority.

COVID-19 remains a worldwide pandemic and a threat to our local health and safety. We know the following (this list is not intended to be exhaustive):

1. The infectious agent, SARS-CoV-2, has caused community transmission of a serious communicable and potentially fatal disease known as COVID-19 amongst the population of the Province of British Columbia;
2. Our public health officials have determined this constitutes a regional event as defined in section 51 of the *Public Health Act*;
3. A person infected with SARS-CoV-2 can infect other people with whom the infected person comes into contact with; and
4. The gathering of people in close contact with one another can promote the transmission of SARS-CoV-2 and increase the number of people who develop COVID-19.

We cannot be certain that a person (of any age) will not contract SARS-CoV-2 while attending at or participating in a program at one of our facilities, including Broughton Hall. It is vital that no adult or child who feels sick in any way or shows any symptoms of illness visit and/or utilize any of our facilities. We ask that all program participants in the Hall complete a Health Declaration form for their program hosts, but we do not screen participation or monitor compliance.

We ask that masks be worn at all times, other than situations in which program participants are Physically Distanced (PD) in the midst of their activity - ie: that participants arrive and get set up wearing a mask, if necessary for the activity and if PD is achievable remove mask (eg: to play instrument), put mask back on to use washroom or walk around the gym, keep mask on when packing up, cleaning and sanitizing, and departing. Again, we do not actively monitor compliance with this mask policy or enforce Physical Distancing but expect program hosts to do so.

All surfaces within our facilities, including Broughton Hall, are subject to contact by a number of people on a daily basis and, while we provide cleaning and sanitizing supplies and require that each Hall user group cleans and sanitizes the surfaces they touched and the equipment they used, we cannot be sure that such cleaning has been completed or that it has been sufficiently effective to eliminate, or even mitigate, the transmission of any infectious viruses, whether on surfaces or lingering in the air, and we specifically state that we do not warrant against such potential infections. Program hosts and participants assume for themselves, and their children if applicable, all risks associated with contracting COVID-19 while attending or participating in activities at our facilities.

As the representative of a user group, you are required to develop and confirm that you understand your COVID-19 Safety Plan and that you have developed COVID-19 policies and procedures that are aligned with provincial guidelines for your activity. You are required to circulate the attached Acknowledgement of Risk and Permission Form to the participants in the activity for which you are utilizing our facilities and to provide us with signed forms for each participant. You are required to take steps to ensure that participants act in accordance with the COVID-19 Safety Plan and COVID-19 policies and procedures. Failure to adhere to the same could result in your license to use our facilities being revoked without refund of any fees and/or may result in non-compliant participants being banned from access to our facilities.



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It is vital that any person who believes that they may have become ill, or that their child may have become ill, within 14 days of visiting one of our facilities, including Broughton Hall, whether or not while taking part in a program, report this immediately by contacting the program host/organizer and the Village Office at [reception@lionsbay.ca](mailto:reception@lionsbay.ca) or 604-921-9333 as well as seeking appropriate medical attention by first calling 8-1-1. We will request that the you, as the program organizer, share with the Medical Health Officer your personal information for the purposes of contact tracing if the need arises. To attend in our facilities and/or take part in a program, every participant must complete a contact tracing form and consent to this use of their personal information. As the event or activity organizer, you are required by Public Health Order to retain this information for 30 days.

Please do not allow participation in any activities or programs if a person (adult or child) has:

- experienced cold or flu-like symptoms within the last 14 days;
- been in close contact with anyone else who has had these symptoms in the last 14 days; or
- been in close contact with anyone else who has travelled outside of Canada in the last 14 days.

Please note: If any of your participants display symptoms of respiratory distress or illness, they must be asked not to participate and to leave the facility.

Lastly, it is vital that we all be calm and compassionate throughout this pandemic. Any person who exhibits any aggression towards our staff or any other person in one of our parks or facilities and/or any program taking place in one of our parks or facilities will be asked to leave and not return.

If you would like more information regarding the risks associated with COVID-19, including for children, please review the following BC CDC website at: <http://covid-19.bccdc.ca/>

I/we have read, understand and agree to this COVID-19 Addendum to the Facility Use, Release Waiver and Indemnity Agreement.	INITIAL HERE
I verify that COVID-19 Safety Plan exists for my activity and that I will ensure all participants have read and understood such plan.	INITIAL HERE
I verify that I will implemented Policies and Procedures to support the COVID 19 Safety Plan.	INITIAL HERE
I will circulate to participants all required forms referenced herein and submit completed Acknowledgment of Risk and Permission forms to the Village of Lions Bay.	INITIAL HERE

\_\_\_\_\_  
Print Name of Program Host/Event Organizer

\_\_\_\_\_  
Signature of Program Host/Event Organizer

\_\_\_\_\_  
Telephone Number(s)

\_\_\_\_\_  
Email Address(es)

## 9. COVID-19 Acknowledgement of Risk & Permission Form

BY SIGNING THIS DOCUMENT, YOUR LEGAL RIGHTS  
AND/OR THOSE OF YOUR CHILD MAY BE AFFECTED

*PLEASE READ CAREFULLY!*

Dr. Bonnie Henry stated on May 16, 2020 that “COVID-19 is new for all of us”. We at the **Village of Lions Bay** responded to the direction from our public health officials to first close our facilities and cease offering services. We are now responding to the direction to reopen our facilities and offer services to our community cautiously, with the safety of our staff and community members being our priority.

COVID-19 remains a worldwide pandemic and a threat to our local health and safety. We know the following (this list is not intended to be exhaustive):

1. The infectious agent, SARS-CoV-2, has caused community transmission of a serious communicable and potentially fatal disease known as COVID-19 amongst the population of the Province of British Columbia;
2. Our public health officials have determined this constitutes a regional event as defined in section 51 of the *Public Health Act*;
3. A person infected with SARS-CoV-2 can infect other people with whom the infected person comes into contact with; and
4. The gathering of people in close contact with one another can promote the transmission of SARS-CoV-2 and increase the number of people who develop COVID-19.

We cannot be certain that a person (of any age) will not contract SARS-CoV-2 while attending at or participating in a program at one of our facilities, including Broughton Hall. It is vital that no adult or child who feels sick in any way or shows any symptoms of illness visit and/or utilize any of our facilities. We ask that all program participants in the Hall complete a Health Declaration form for their program hosts, but we do not screen participation or monitor compliance.

We ask that masks be worn at all times, other than situations in which program participants are Physically Distanced (PD) in the midst of their activity - ie: that participants arrive and get set up wearing a mask, if necessary for the activity and if PD is achievable remove mask (eg: to play instrument), put mask back on to use washroom or walk around the gym, keep mask on when packing up, cleaning and sanitizing, and departing. Again, we do not actively monitor compliance with this mask policy or enforce Physical Distancing.

All surfaces within our facilities, including Broughton Hall, are subject to contact by a number of people on a daily basis and, while we provide cleaning and sanitizing supplies and require that each Hall user group cleans and sanitizes the surfaces they touched and the equipment they used, we cannot be sure that such cleaning has been completed or that it has been sufficiently effective to eliminate, or even mitigate, the transmission of any infectious viruses, whether on surfaces or lingering in the air, and we specifically state that we do not warrant against such potential infections. Program participants assume for themselves, and their children if applicable, all risks associated with contracting COVID-19 while attending or participating in activities at our facilities.

Program hosts are responsible for their own COVID-19 Safety Plans and should be consulted directly for information and any questions regarding their own safety protocols. We will not be monitoring whether these Safety Plans have been complied with by program participants.

It is vital that any person who believes that they may have become ill, or that their child may have become ill, within 14 days of visiting one of our facilities, including Broughton Hall, whether or not while taking part in a program, report this immediately by contacting the program host/organizer and the Village Office at [reception@lionsbay.ca](mailto:reception@lionsbay.ca) or 604-921-9333 as well as seeking appropriate medical attention by first calling 8-1-1. We will request that the program organizer share with the Medical Health Officer your personal information for the purposes of contact tracing if the need arises. To attend our parks or facilities and/or take part in a program, you must complete a contact tracing form and consent to this use of your personal information.

Please do not participate, or allow your child to participate, in any of our activities or programs if you or your child has:

- experienced cold or flu-like symptoms within the last 14 days;
- been in close contact with anyone else who has had these symptoms in the last 14 days; or
- been in close contact with anyone else who has travelled outside of Canada in the last 14 days.

Please note: If you or your child display symptoms of respiratory distress or illness, you/they may be asked not to participate and to leave the facility.

Lastly, it is vital that we all be calm and compassionate throughout this pandemic. Any person who exhibits any aggression towards our staff or any other person in one of our parks or facilities and/or any program taking place in one of our parks or facilities will be asked to leave and not return.

If you would like more information regarding the risks associated with COVID-19, including for children, please review the following BC CDC website at: <http://covid-19.bccdc.ca/>

I/we have read, understand and agree to this Acknowledgement of Risk and Permission Form.	INITIAL HERE
I/we have reviewed the Acknowledgment of Risk and Permission Form with my/our child and have instructed our child to listen to and follow instructions provided (Parent/Guardian, if applicable).	INITIAL HERE

\_\_\_\_\_  
Print Name of Adult(s) (and Child(ren) if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Adult (or Parent/Guardian if applicable)

\_\_\_\_\_  
Signature of Adult (or Parent/Guardian if applicable)

\_\_\_\_\_  
Telephone Number(s)

\_\_\_\_\_  
Email Address(es)