



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Broughton Hall Facilities Rental Application (COVID-19 Revision January 2021)

Within this package, you will find the information you will need in order to complete your Community Facility Rental Application. The following contents must be filled out by ALL users:

- 1) Rental Application Form
- 2) Community Facility Set-Up/Take-Down Request Form
 - a) Floor Plan to be used for COVID Safety Plans
- 3) Key/Code Holder Agreement
- 4) General Release of Liability, Waiver of Claims and Indemnity Agreement
- 5) Checklist for Damage & Cleaning of Community Facilities (Revised for COVID-19 requirements)
- 6) Contact Tracing Form to be filled out for each participant
- 7) Health Declaration for one time use or rentals
 - a) Health Declaration & Contact Tracing Form Combined to be signed by participant each use
- 8) Acknowledgement of Risk to be filled out and signed by Event Organizer/Host
- 9) Addendum to Acknowledgment of Risk to be filled out and signed by Participant
- 10) Payment Schedule for applicable applicants

Additional Links to following can be found here:

- 1) Community Facility Insurance required by all users: <https://miabc.eventpolicy.ca/>
- 2) Community Facility Rentals Policy No. 1407 and Refunds and Cancellations Policy No. 1408
- 3) Food Safe Application Forms (if applicable) **No food Service permitted until further notice**
- 4) Special Event Permit (SEP) and Special Event Server (SES) Certificate Forms (if applicable) must be filled out with written approval for the Village prior to any event requesting to offer alcoholic beverages.

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.

Please Note: Due to the ongoing updates from the Public Health Office, these rules and guidelines may change without notice. This includes cancellation of events, the need to follow additional protocols or last-minute changes. Currently the capacity of Broughton Hall is set at 25 people requiring a 2.5 meter distance between each participant. Please check room occupancy prior to filling out application. *Masks must be worn at all times, other than situations in which participants are Physically Distanced (PD) in the midst of their activity. We require each group to clean and sanitize after each use



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

2. COMMUNITY FACILITY EVENT SET-UP/STRIKE REQUEST FORM

Event Details: If applicable		
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: _____ Tablecloths: <input type="checkbox"/> yes <input type="checkbox"/> no	Please draw placement of table set up on floor plan	
Chair Set Up: <input type="checkbox"/> yes <input type="checkbox"/> no If yes, how many: _____	Please draw placement of chair set up on floor plan	
Stage Set Up: <input type="checkbox"/> yes <input type="checkbox"/> no (note: stage sections are 4' x 8') # of sections: _____	Please draw placement of stage set up on floor plan	
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 reception@lionsbay.ca ; 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: _____

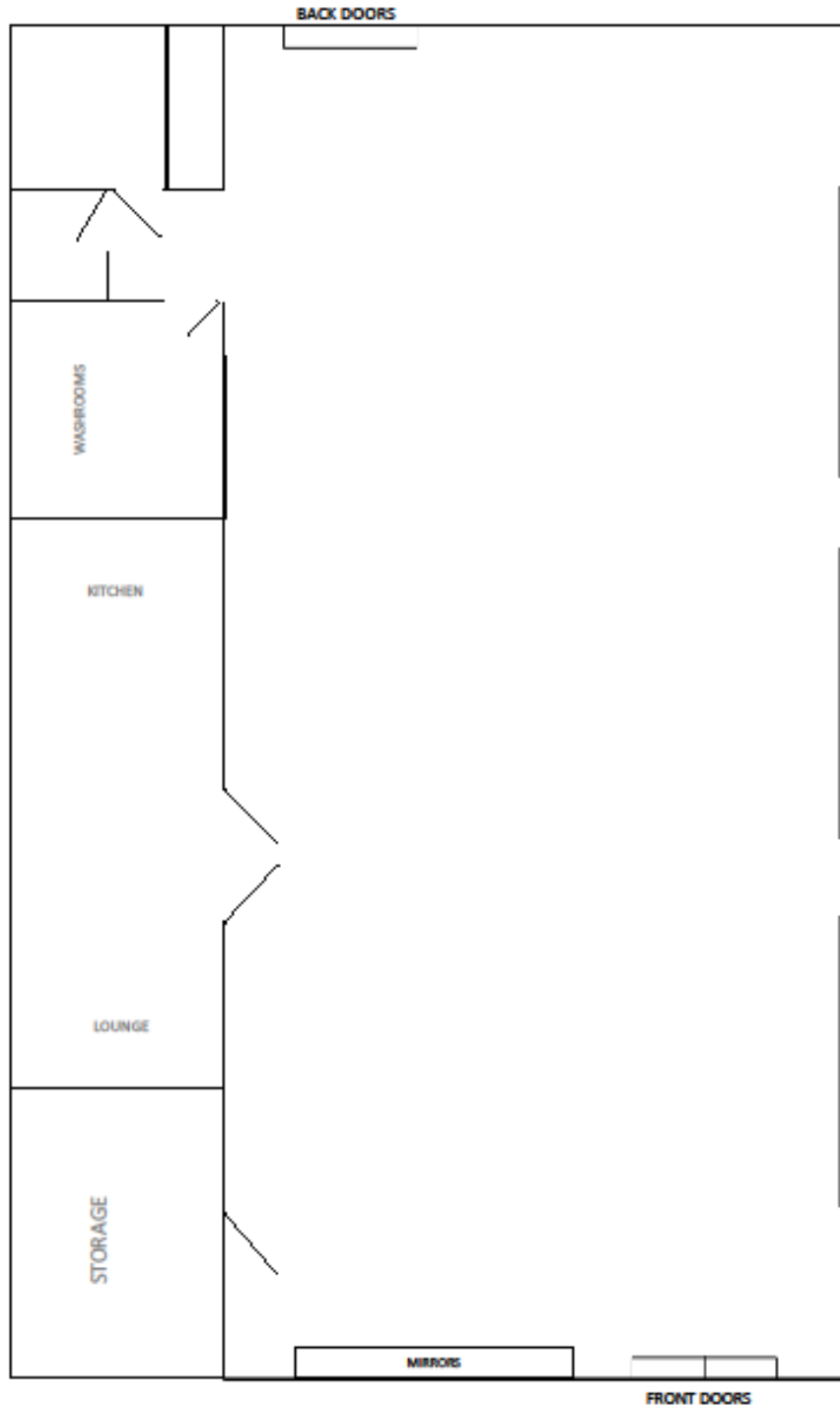
OFFICE USE ONLY

Date of CSR to Public Works:

Forwarded form and applicable drawings to Public Works: yes

Broughton Hall Floor Plan

Event Dates:



DATES & TIMES

VOLUNTEERS & PERSONNEL

-

SUPPLIES NEEDED

NOTES



APPROVED BY:

DATE:



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

3. KEY/CODE HOLDER AGREEMENT

Personal Information	
Name of Key/Code Holder: Click or tap here to enter text.	
Address of Applicant: Click here to enter text. PO Box: ### City: Lions Bay PC: V0N 2E0	
Telephone: Click or tap here to enter text.	Email: Click or tap here to enter text.
Key/Code Holder Description	
<input type="checkbox"/> Broughton Hall <input type="checkbox"/> Council Chambers <input type="checkbox"/> Anti-Room A <input type="checkbox"/> Anti Room B <input type="checkbox"/>	
<input type="checkbox"/> LBBP <input type="checkbox"/> Kelvin Grove BP <input type="checkbox"/> Magnesia Creek A <input type="checkbox"/> Sunset Trail Head <input type="checkbox"/> Lions Bay School Gates	
<input type="checkbox"/> Klatt Building <input type="checkbox"/> VOLB Office <input type="checkbox"/> Other Click or tap here to enter text.	
Key/Code Holder Agreements	
The key/code holder agrees to:	
<ul style="list-style-type: none">• Not loan keys or share lock codes to any other person at any time (except by authorization of the Village Office)• Return keys at end of program/employment/term of office• Pay the cost of replacement (including re-mastering) of keys if lost• Not duplicate keys	

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

Signature: _____ Date: _____

Authorized by: _____ Key Number: _____

RETURNED KEYS	
Date Returned: _____	Signed in by: _____

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.

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 at the sole expense of the Applicant.

The Applicant understands and agrees that:

1. 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.
2. 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.
3. in consideration of being granted permission to use the Premises agrees to be bound by the Term 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



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

5a. 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 & LOUNGE AREA - 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~~

Please report any damage to the facilities. Please report and cleaning supplies/equipment that is needing to be restocked.

7. COVID-19 VISITOR/PARTICIPANT HEALTH SCREENING 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 and I consent to the use of my contact information above in the event contact tracing is required.

Signature: _____ Date: _____

8. COVID-19 Addendum to Facility Use, Release Waiver and Indemnity Agreement

PLEASE READ CAREFULLY! Updated January 8, 2021

On March 17, 2020 **Dr. Bonnie Henry** provided notice under section 52 (2) of the Public Health Act that:

1. The transmission of the infectious agent SARS-CoV-2, which has caused cases and outbreaks of a serious communicable disease known as COVID-19 among the population of the Province of British Columbia, constitutes a regional event as defined in section 51 of the Public Health Act;
2. The SARS-CoV-2 virus, an infectious agent, can cause outbreaks of COVID-19;
3. A person infected with SARS-CoV-2 can infect other people with whom the infected person is in direct contact through droplets in the air, or from fluid containing SARS-CoV2 left on surfaces; 2
4. Social interactions and close contact between people are associated with significant increases in the transmission of SARS-CoV-2, and increases in the number of people who develop COVID-19 and become seriously ill;

The **Village of Lions Bay** responded to the direction from our public health officials to first close our facilities to the public and cease offering services. We are now reopening our facilities offering services to our community within the strict guidelines of the PHO to ensure the safety of our staff and community.

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 ***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.

In addition, all program participants must sign and complete a ***Health Declaration Contact Tracing*** form upon entering the Hall each visit. As we are unable to screen participation or monitor compliance, the responsibility of collecting the forms and keeping them for 30 days is the sole responsibility of each Program Coordinator/Host.

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. In addition, 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, please report this immediately by contacting the program host/organizer and the Village Office at reception@lionsbay.ca or 604-921-9333. Please seek 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.

Until further notice, only Low Intensity activities will be permitted in Broughton Hall. Low Intensity as defined by the PHO would include: Barre Exercises • Exercise machines/cardio equipment (low intensity) • Light weightlifting • Pilates (lower intensity classes) • Stretching • Tai-Chi • Yoga (hatha). For full definition and Public Health Guidelines please visit [here](#).

We ask that all Broughton Hall Users:

- Wear masks be worn at all times upon arrival as well as during activity.
- Physically Distanced (PD) in the midst of their activity no less that **2.5 Meters or 7 feet** between each person.
- 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, we require that each Hall user group cleans and sanitizes the surfaces they touched and the equipment they used after each use. 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.

Thank you for remaining calm and compassionate throughout this unprecedented time. We recognize that there are extra steps to go through to keep everyone safe and we appreciate your due diligence to this regard.

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)

Date

Address

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! Updated January 08, 2021

On March 17, 2020 *Dr. Bonnie Henry* provided notice under section 52 (2) of the Public Health Act that:

1. The transmission of the infectious agent SARS-CoV-2, which has caused cases and outbreaks of a serious communicable disease known as COVID-19 among the population of the Province of British Columbia, constitutes a regional event as defined in section 51 of the Public Health Act;
2. The SARS-CoV-2 virus, an infectious agent, can cause outbreaks of COVID-19;
3. A person infected with SARS-CoV-2 can infect other people with whom the infected person is in direct contact through droplets in the air, or from fluid containing SARS-CoV2 left on surfaces; 2
4. Social interactions and close contact between people are associated with significant increases in the transmission of SARS-CoV-2, and increases in the number of people who develop COVID-19 and become seriously ill;

The **Village of Lions Bay** responded to the direction from our public health officials to first close our facilities to the public and cease offering services. We are now reopening our facilities offering services to our community within the strict guidelines of the PHO to ensure the safety of our staff and community.

Until further notice, only Low Intensity activities will be permitted in Broughton Hall. Low Intensity as defined by the PHO would include: Barre Exercises • Exercise machines/cardio equipment (low intensity) • Light weightlifting • Pilates (lower intensity classes) • Stretching • Tai-Chi • Yoga (hatha). For full definition and Public Health Guidelines please visit [here](#).

As a participant you are required to fill out and submit this **Acknowledgement of Risk & Permission Form** and adhere to the Guidelines set out by the PHO office and reopening of recreational facilities. In addition, 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.

All program participants upon *each visit*, must sign and complete a **Health Declaration Contact Tracing** form. As the Village of Lions Bay is unable to screen participation or monitor compliance with this request, the responsibility of collecting the forms and keeping them for 30 days is the sole responsibility of each Program Coordinator/Host.

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 no adult or child who feels sick in any way or shows any symptoms of illness visit and/or utilize any of our facilities. In addition, 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, please report this immediately by contacting the program host/organizer and the Village Office at reception@lionsbay.ca or 604-921-9333. Please seek 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 participate in any activities or programs if you or your child (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 you or your child display symptoms of respiratory distress or illness, you/they may be asked not to participate and to leave the facility.

We ask that all Broughton Hall Users:

- Wear masks be worn at all times upon arrival as well as during activity.
- Physically Distanced (PD) in the midst of their activity no less that **2.5 Meters or 7 feet** between each person.
- 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, we require that each Hall user group cleans and sanitizes the surfaces they touched and the equipment they used after each use. 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.

Thank you for remaining calm and compassionate throughout this unprecedented time. We recognize that there are extra steps to go through to keep everyone safe and we appreciate your due diligence to this regard.

If you would like more information regarding the risks associated with COVID-19, including for children, please review the following BC CDC website at: <https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-order-gatherings-events.pdf>

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 Program/Host

Name of Participant or Child

Telephone

Signature of Participant or Parent/Guardian

Date

Email

Address