



City Council
 Michael T. Davitt, Mayor
 Jonathan C. Curtis, Mayor Pro Tem
 Terry Walker
 Keith Eich
 Richard B. Gunter III

REQUIRED COVID AND USE PROTOCOL

February 23, 2022

«Contact_Person»
 «User_Group_Name»
 «Mailing_Address»
 «City», «State» «Zipcode»

Dear «Contact_Person»:

Your organization has a pending Lanterman Auditorium reservation for the «Production_Title»:

«Request_1»
 «Request_2»
 «Request_3»
 «Request_4»

As part of your contract, you have agreed to comply with all existing health orders related to COVID-19. This memo serves as an additional reminder of your agreement. Please note, at the date of this memorandum, the following requirements are in effect:

- Everyone (regardless of vaccination status) is required to wear a face-covering while inside the building at all times.
- All attendees (regardless of vaccination status), including special guests and audience members, must wear a face-covering at all times.
- Performers (regardless of vaccination status) on the stage are **STRONGLY RECOMMENDED** to wear a face-covering* while performing but are not required while on stage. However, they must wear a face covering when not performing.

*See example at the end of the letter of one of our groups who has done this with great success.

You are responsible for ensuring that everyone has face coverings at all times. However, to further ensure compliance, there will be a limited number of face masks that auditorium staff will have available during your performance. You will be charged for the use of these face masks. The cost will be \$10.00 for the first box (50 masks per box) and \$20 per box after that. **The more you make sure your attendees bring their own face covering the less you will pay.** Auditorium staff will replenish the boxes as needed and track the number of boxes used. Initial _____

Enforcement of the protocol

You are responsible for enforcing any and all protocols on your personnel AND your audience at all times. This means designating personnel to monitor the audience throughout the performance to ensure they maintain their face covering. In addition, you are required to inform the auditorium

manager who your protocol enforcement officer will be to allow the auditorium staff contact to report issues.

I, _____, hereby agree to adhere to the requirement list above and any other protocols which may be placed by a public health order or the City prior to the use of the auditorium.
Initial _____

Failure to enforce the protocols

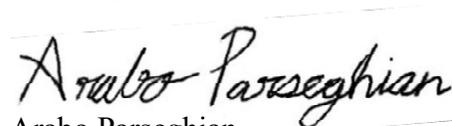
If you choose to proceed with the reservation and disregard the DPH Health Orders/facility protocols/the facility agreement, the following progressive actions will occur:

- The Lanterman Auditorium staff will **suspend** support for the event (lighting, sound, etc.) until those in charge of the production gain compliance with their patrons.
- If organizers and/or patrons refuse to comply with the masking requirement at any time, the event and any subsequent use will be canceled without any refund of the deposit.
- Organizations that fail to comply and honor their agreement may be suspended from future use of the Auditorium.

Please do your part in keeping the Auditorium open!

If multiple user groups/organizations choose not to comply with the masking requirements, the City will indefinitely close the Auditorium to all events.

Sincerely,


Arabo Parseghian
Division Manager

Example of performers wearing face-covering while performing. This was done by a user and has authorized the City to share with others.

