

Welcome Back!

PHASE 2

Room Rental Guidelines

Begins June 15, 2020 by St. Louis County Executive Order

Keeping Our Community Safe

- **Traffic Flow:** We have placed signage and directional floor markers to guide patrons
- **PPE for Staff:** All staff will wear masks and perform daily health screenings
- **Additional Cleaning:** We are regularly deep cleaning and disinfecting all areas, especially high touch surfaces
- **Health Screenings:** Required for all patrons upon entering facility

Hours of Operation

- Regular hours Monday - Sunday 8 a.m. - 8 p.m.
- No rentals after 10 p.m.

Kitchen Access

- Kitchen, freezer & refrigerator: Not available
- Packaged food from a restaurant or grocery store is acceptable
- Food from home: Not allowed

Meeting Room Capacity Limits

- Room A: Limited to 22 patrons
- Room B (half): Limited to 12 patrons
- Room B (full): Limited to 25 patrons
- Room C: Limited to 22 patrons

Other Guidelines

- All patrons must wear a mask
- Lost and Found: Not available
- Water Fountain: Not available

Know Before You Go

1. Patrons must provide a roster of name, address, phone number and email of each attendee.
2. Patrons should arrive no more than 15 minutes before the start of rental. Anyone arriving earlier than 15 minutes before their start time may not enter the building but can wait outside of the facility and practice social distancing.
3. Every renter is responsible for performing a health screening when they enter the facility. This can be done in the parking lot prior to the start of the rental.
4. Five minutes prior to the start time of rental, renters and guests are welcome to enter the facility while wearing a mask. All patrons must go directly to the room and avoid gathering in the lobby area or hallways.
5. Patrons will be asked to remain in reserved room as much as possible and avoid congregating in hallways and common areas.
6. Upon conclusion of the rental, all patrons must exit the building within 15 minutes.



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