

**UNITARIAN UNIVERSALIST FELLOWSHIP of CENTRAL OREGON (UUFÇO)**

**RENTAL AGREEMENT ADDENDUM, PRIVATE RENTAL GUIDELINES  
and COVID-19 RELEASE OF LIABILITY**

Whereas UUFÇO wishes to rent its facility located at 61980 Skyline Ranch Road, Bend, Oregon, and

Whereas Renter wishes to rent the UUFÇO facility,

Now therefore, the Parties hereby agree as follows:

UUFÇO has set forth the following guidelines for all rentals. Renter agrees all attendees, vendors, and Renter's staff will adhere to all Rental Guidelines. Renter acknowledges that failure to follow Rental Guidelines will result in the immediate termination of the event rental.

**A. UUFÇO Maximum Capacity and Maximum Occupancy per Room**

1. UUFÇO will observe the Oregon Health Authority's (OHA) "**Sector Risk Level Guidance Chart**" for Deschutes County. Renter acknowledges maximum occupancy will vary according to OHA county risk level. If Deschutes County qualifies for "High" or "Extreme" risk, all events will be canceled.
  - a. Deschutes County current Risk Level: Moderate
  - b. Maximum attendees: 100
  - c. This number includes all attendees including staff, vendors, and guests.
  
2. The following rooms are available and listed with revised Maximum Occupancies.
  - a. Sanctuary
    - 100 for Standing/Seated Guests
    - 100 Seated Guests; 4 guests per table (60" round)
  - b. Pete Seeger Gathering Hall and Outside Patio
    - 64 Hall Standing/Seated Guests
    - 64 Hall Seated guests; 4 guests per table (60" round)
    - 40 Patio Standing Guests
  - c. Linus Pauling Hall / Gallery
    - 24 Standing Guests
    - 24 Seated Guests, 4 guests per table (60" round)
  - d. Fannie Farmer Kitchen
    - 8 persons

## **B. UUFCO Rules for Entry**

1. Renter must submit a Contact Tracing list of all attendees including guests, vendors, and staff to UUFCO Event Manager 24 hours prior to the event.
2. The attendee list must contain every person's name, phone number and email address.
3. UUFCO Event Manager will submit contact tracing list to OHA, if required.
4. The attendee list will be kept private by UUFCO Event Manager and destroyed 60 days after the event if not requested by OHA.
5. A UUFCO Event Host will check in all attendees including guests, vendors, and staff, asking each attendee the following questions. If any attendee answers "Yes" to either of these questions they will not be permitted to enter the building, and asked to leave the premises:
  - a. Have you exhibited any COVID-19 symptoms in the past two weeks (fever, cough, shortness of breath, chills, muscle pain, headache, sore throat, new loss of sense of smell or taste)?
  - b. Have you knowingly had contact with anyone diagnosed with COVID-19 in the past two weeks?
6. All attendees must wear facial masks.
7. Attendees may remove masks while eating/drinking.
8. All vendors and staff must wear a facial mask at all times.
9. All attendees must maintain social distance at a minimum of 6 feet.
10. UUFCO strongly encourages Renter to schedule arrival/departure time of guests, staff, and vendors over extended period to limit proximity.
11. Food and Beverage service to adhere to OHA service guidelines.
12. All vendors and staff must wear gloves when handling food or drink.
13. No cash transactions allowed.

**CONSENT:** Renter understands the foregoing rules and is responsible for the compliance of all guests, attendees, and service providers. Renter understands failure to comply by said guidelines will result in immediate termination of the event. Renter will forfeit all fees in full and be required to leave the premises.            Renter's Initials

**Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19**

Renter understands that COVID-19 is extremely contagious. UUFECO has implemented preventative measures to help reduce the spread of COVID-19 at the facility. Renter understands UUFECO cannot and does not guarantee that Renter, Renter's guests, vendors, and staff will not be exposed to or become infected with COVID-19 at UUFECO.

By signing this agreement, Renter acknowledges the contagious nature of COVID-19 and fully and voluntarily assumes the risk that Renter, Renter's guests, vendors hired by Renter, Renter's staff may be exposed to or infected by COVID-19 by entering UUFECO. Renter acknowledges that such exposure or infection may result in personal injury, illness, permanent disability, and possibly death. Renter fully and voluntarily agrees to assume all risks and accept sole responsibility for any injury or illness to Renter and/or people with whom Renter comes into contact, including, but not limited to, personal injury, disability, death, illness, damage, loss, claim, liability, or expense, of any kind or nature, that Renter may experience or incur in connection with participation in events at UUFECO. Renter hereby fully releases, indemnifies, covenants not to sue, discharges, and holds UUFECO, and its members, employees, agents, and representatives, completely harmless from and against any and all such claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. Renter understands and agrees that this release includes any and all claims based on the actions, omissions, or negligence of UUFECO, its members, employees, agents, and representatives.

RENTER

UUFECO

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Jonathan Beil

\_\_\_\_\_  
Organization and Title

\_\_\_\_\_  
Event Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

