



Dahlia Campus Covid 19 Safety Guidelines

WellPower is excited you are using our space for your event, and we want it to be an exceptional experience for you and your guests. For your safety, and the safety of your guests, we are proceeding with the following precautions and safety measures.

Occupancy. Current capacity is 6-15 people depending on the available room capacities, or 54 persons for the gym area.

Food. No food or shared beverages are allowed on campus during events.

Available Spaces. Only rooms 104, 201, and Dahlia Gym are available for reservations.

Required Health Screening. A Health Screening is required for all participants when entering the building – this includes a brief checklist of symptoms and a temperature check.

Have you had in past 24-hours?	YES	NO
Temperature over 100.4		
Chills		
Coughing/sneezing		
Shortness of breath		
Loss of taste/smell		
Positive Covid-19 test within the last 5 days		

PPE. Masks are required to be worn by all participants and staff during events. Sanitizing stations are available for participants and are in the rooms. If you do not have a mask, they can be provided to you at a small charge.

Deposit Fee. If these safety guidelines are not followed by all participants, WellPower will not refund the deposit fee as it will be designated for a deep cleaning of the space. This is for the safety of all staff, community members, and people we serve.

Please direct all questions, concerns, and other feedback to the site coordinator.



**Event Space Usage Application and Agreement for Staff,
Community Partners, and Community Members:
Dahlia Campus**

WellPower is pleased to offer use of our event space(s) to staff, community partners, and community members. To accommodate internal and external activities, event space requests will be processed per room availability. In the event of an emergency or unforeseen circumstance, WellPower reserves the right to make changes to the schedule. Thank you in advance for your flexibility and cooperation with this process.

Date of Application _____ **Event Type:** Private Event Open to Community Health and Wellness

Name of Individual ("Organizer") _____ **Event Name** _____

(Must be at least 18 years of age and entering into this Agreement on their own behalf or authorized to enter into this Agreement on behalf of the organization/group identified below.)

Organization/Group (if any) _____

Full Address _____

Email Address _____ **Telephone #** _____

Room Requested 104 182 201 270 280 Gym Kitchen

Day and Date Requested _____

(Additional fees required for events held on weekends.)

Event Time (includes set up and clean up) _____

Number of Participants (Deposit required based on participants) _____

Reservation Cost:

<u>Service</u>	<u>Cost</u>	
Room Fee	\$ 25.00 an hour	_____
Participant Deposit	1-50 participants: \$ 50.00 51-100 participants: \$ 100.00 100+ participants: \$ 250.00	_____
<u>Additional Services¹</u>		
Furniture arrangement/rearrangement	\$ 50.00	_____
After-use clean up	\$ 50.00	_____
Technology assistance	\$ 20.00	_____
Weekend Security	\$ 35.00 for each hour	_____
Weekend Cleaning	\$ 135.00	_____
Masks/Hand sanitizer	\$ 5.00	_____

Total cost for reservation: _____

Payment can be made by check, Visa, or Mastercard. Payment is due at least one week in advance and must be paid in full.

¹WellPower may add charges for furniture rearrangement, clean up, or security even if WellPower provides a service when not requested by the Organizer.

Waiver of Liability and Indemnification. As consideration for use of WellPower event spaces, Organizer agrees to hold harmless, indemnify, defend, and discharge WellPower from all liability and claims arising from use of WellPower event spaces. Organizer agrees to these conditions to the fullest extent allowed by law, which includes liability and claims arising from WellPower's negligent acts.

"WellPower" includes its Board of Directors, including the individual members thereof, and its officers, agents, employees, volunteers, and representatives.

"Liability and claims" mean demands for any value or benefit, such as lawsuits, insurance claims, causes of action, fines, fees (including attorney fees), and costs (e.g., medical costs).

Organizer understands that the reason for this Agreement is that WellPower is providing use of its event space to Organizer for no charge or a reduced fee covering only WellPower's expenses. For that reason, WellPower cannot be expected to be responsible for any injuries that may occur as a result of use by Organizer or participants.

WellPower's Policies. Organizer agrees that WellPower event space(s) will be used in accordance with WellPower's policies.

Smoking, Drugs, Alcohol. Smoking, vaping, alcohol, marijuana, tobacco products, and illegal drugs are prohibited on all WellPower property, including buildings and outdoor areas.

Repairs, Maintenance, and Cleanup. At Organizer's sole expense, Organizer shall maintain in good repair the areas of WellPower's event space utilized by Organizer or participants. Organizer agrees to compensate WellPower for any cleanup required, as determined by WellPower in its sole discretion. Organizer agrees to reimburse WellPower for damage to WellPower's event space that is caused by Organizer or participants. Upon Organizer's completion of use of WellPower's event space, Organizer shall leave the event space in the same or better condition as received.

Use of Kitchen at Dahlia Campus. If kitchen facilities are used, Organizer agrees to the attached Kitchen Use Procedures (see Appendix A).

Use of Gym at Dahlia Campus. If the gym is used, Organizer agrees to the attached Gym Use Procedures (see Appendix B).

Use of Outdoor Areas at Dahlia Campus. If outdoor areas are used, Organizer agrees to the attached Outdoor Area Use Procedures (see Appendix C).

Deposit. WellPower reserves the right to ask for a deposit to offset potential costs that may result as a consequence of the use of the event space, equipment, or facilities. WellPower costs will be subtracted from the deposit and the balance, if any, returned to the Organizer. If costs in excess of the deposit are incurred, Organizer is responsible for their payment.

Personal Property. WellPower will not be responsible for the belongings of Organizer or participants. WellPower is not liable for damages, lost or stolen items, and/or vandalism that may occur during use of the event space. Organizer and participants may not store belongings in the event space or anywhere else on WellPower premises.

Occupancy. Organizer agrees to comply with all city, state, and fire marshal laws and regulations regarding occupancy. The event may be cancelled immediately if Organizer violates fire marshal regulations regarding maximum occupancy.

WellPower Representative. At WellPower's discretion, WellPower may assign a representative for general supervision purposes, including security personnel. The representative is authorized to see that the event space(s) and WellPower premises are properly used. The costs for this service, if any, will be the responsibility of Organizer.

Anti-Discrimination Policy. WellPower recognizes the diversity and worth of all individuals and groups in our society and does not discriminate, exclude people, or treat them differently because of race or ethnicity, color, religion, age, sex, disability, national origin, language, military service/veteran status, pregnancy, sexual orientation, gender identity or expression, hair color/texture, body size, genetic information, or family structure. WellPower reserves the right to deny use of WellPower event space(s) to individuals or groups that do not comply with WellPower's anti-discrimination policy.

Insurance. WellPower reserves the right to require Organizer to have or obtain prior to use of WellPower's event space(s), liability insurance insuring both WellPower and Organizer against all liability for damages to a person or property arising from Organizer's use of WellPower event space(s). The amount of the liability insurance shall not be less than \$1,000,000.00 for a single occurrence and \$2,000,000.00 in aggregate. Proof of insurance will be required, where applicable.

Procedures. The procedures below must be followed by Organizer seeking to use WellPower's event space(s).

- _____ a. This Agreement must be signed and reviewed with WellPower's authorized representative before event space can be scheduled/used.
- _____ b. Deposits and other fees (if any) shall be paid in accordance with WellPower's fee schedule and must be received by WellPower one week prior to use of the event space.
- _____ c. Cancellations must be made at least 24 hours prior to the time scheduled for use of the event space.
- _____ d. All activities must be confined to the areas specified in this Agreement.
- _____ e. Organizer must notify WellPower representative at least one (1) week prior to the scheduled use of the event space if furniture needs to be arranged in a certain way.
- _____ f. Organizer must notify WellPower representative at least one (1) week prior to the scheduled use of the event space if WellPower technology will be used and/or assistance with technology will be required.
- _____ g. Organizer and participants must not tamper with or enter the mechanical room(s) or use electric boxes.
- _____ h. Use of custodial supplies and equipment should be arranged with WellPower's authorized representative.
- _____ i. Organizer and participants coming to a WellPower facility for the purpose of attending an event may not enter the building (except for the lobby) more than 15 minutes before the scheduled start time and must exit the building no more than 15 minutes after the event ends or is scheduled to end (whichever is earlier) and no more than 5 minutes after leaving a meeting before the event ends.

By signing below, Organizer indicates they have read this Agreement and any attachments and accepts all terms, fees, and conditions set forth in this Agreement. If Organizer is signing this Agreement on behalf of a group or organization, Organizer certifies and represents that they have the authority to enter into this Agreement and bind the group or organization that will be using WellPower's event space. WellPower reserves the right to cancel and/or modify any reservation without claim or right to damages or compensation resulting from any loss, damage, or expense whatsoever incurred by Organizer as a result of such cancellation/modification.

Signature _____

Date _____



Appendix A

Dahlia Campus Kitchen Use Procedures

Organizer and participants are required to follow the kitchen use procedures below. Organizer is responsible for assuring that the kitchen space, equipment, and supplies are in good condition after use.

In case of fire or life-threatening emergency, call 911 immediately.

- Organizer and participants must successfully complete the WellPower online Food Safety and Sanitation Orientation before using the kitchen.
- For the health and wellbeing of all participants, familiarize yourself with where first aid kits and fire extinguishers are located.
- Stoves and ovens should not be left unattended while in use.
- Protect all counter tops by using cutting boards for food preparation and oven mitts or pads for hot pots, pans, or dishes.
- Clean and leave the kitchen in the same (or better) condition at the end of your use as it was prior to your use. This includes, but is not limited to, counter tops, floors, stoves, ovens, equipment, etc.
- Organizer and participants can use their own cleaning supplies (e.g., paper towels, sanitizers, dish soap, floor cleaning supplies, etc.) and personal use items (e.g., aprons, hair restraints, gloves, etc.) or can use the supplies provided by WellPower. Broom and dustpan are provided.
- Follow cleaning instructions for food safety posted near the sinks.
- Return all equipment to appropriate locations.
- All WellPower property/equipment (e.g., appliances, pots, pans, utensils, dishes etc.) shall remain on the premises.
- Move garbage to the place designated by the site coordinator or remove it from the premises.
- Any food left in the kitchen, including cupboards, pantry, and refrigerators, will be donated, composted, or discarded, unless other arrangements have been made with the site coordinator. This includes packaged/canned goods, cooked (prepared) food, ingredients, spices, and condiments.
- Check to see that all stoves, ovens, and faucets are turned off at the end of use.
- Complete the Kitchen Clean-Up Checklist and report any missing/broken equipment or needed supplies (e.g., paper towels, dish detergent, etc.).
- Report all service and repair needs to the site coordinator. Please do not independently call a plumber, locksmith, electrician, etc.
- Please direct all questions, concerns, and other feedback to the site coordinator.



Appendix B

Dahlia Campus Gym Use Procedures

Organizer and participants are required to follow the gym use procedures below. Organizer is responsible for assuring that the gym space, equipment, and supplies are in good condition after use.

In case of fire or life-threatening emergency, call 911 immediately.

- For the health and wellbeing of all participants, familiarize yourself with where first aid kits and fire extinguishers are located.
- To protect the floor, cleats, skates, or sneakers with wheels are not permitted in the gym.
- Return all WellPower equipment to appropriate locations, including chairs.
- All WellPower property and equipment (e.g., gym mats, basketballs, microphone, etc.) shall remain on the premises at all times.
- Clean and leave the gym in the same (or better) condition at the end of your use as it was prior to your use.
- Organizer and participants can use their own cleaning supplies (e.g., paper towels, sanitizers, floor cleaning supplies, etc.) or the supplies provided by WellPower. Broom and dustpan are provided.
- Move garbage to the place designated by the site coordinator or remove it from the premises.
- Items left in the gym or elsewhere in the building will be donated or discarded, unless other arrangements have been made with the site coordinator. This includes clothing items, sports bottles, non-WellPower gym equipment, etc.
- Report all service and repair needs to the site coordinator. Please do not independently call a plumber, locksmith, electrician, etc.
- Please direct all questions, concerns, and other feedback to the site coordinator.



Appendix c

Dahlia Campus Outdoor Areas Use Procedures

Organizer and participants are required to follow the outdoor areas use procedures below. Outdoor areas include the patio, playground, and parking areas.

In case of fire or life-threatening emergency, call 911 immediately.

- Supervise children at all times; for their safety do not leave children unattended in outdoor areas.
- For the health and wellbeing of all participants, familiarize yourself with where first aid kits and fire extinguishers are located.
- Pets are not allowed.
- Outdoor furniture must not be moved.
- Clean and leave outdoors areas in the same (or better) condition at the end of your use as it was prior to your use. This includes, but is not limited to, removal of trash and personal items.
- Defacing or vandalism of WellPower property is prohibited.
- All WellPower property and equipment (e.g., tables, trash receptacles, etc.) shall remain on the premises at all times.
- Move garbage to the place designated by the site coordinator or remove it from the premises.
- Items left will be donated or discarded, unless other arrangements have been made with the site coordinator. This includes clothing items, sports bottles, toys, etc.
- Report all service and repair needs to the site coordinator. Please do not independently call a plumber, locksmith, electrician, etc.
- Please direct all questions, concerns, and other feedback to the site coordinator.