



Ruthanne Fuller
MAYOR

NEWTON PARKS, RECREATION & CULTURE

246 Dudley Road, Newton, MA 02459

Office: (617) 796-1500

Fax: (617) 796-1512

TDD/TTY: (617) 796-1089



Nicole Banks
COMMISSIONER

Building Reservation Application COVID-19 Compliance Attachment

Instructions: In addition to the Building Reservation Application, all applicants *must complete this form and submit their COVID-19 control plan along with their application*. Applications will not be accepted or reviewed until all documentation is submitted.

Cleaning:

Compliance with State Guidance: The Reservation Holder shall comply with and strictly adhere to all applicable guidance and minimum requirements for health and safety issued by the Commonwealth of Massachusetts, or any of its agencies, related to the COVID-19 pandemic, in its operation of the event at the Reserved Premises. This includes, but is not limited to, compliance with guidance and minimum requirements for cleaning, sanitizing and disinfecting practices.

The Reservation Holder shall clean all rented areas immediately after the reservation period in compliance with Massachusetts State Guidelines.

Failure to adhere will result in cleaning fees applied to the Reservation Holder and/or revocation of future use of City Buildings.

COVID-19 Control plan

All reservation holders must develop and submit a written control plan outlining how they will comply with the mandatory safety standards for operation in the COVID-19 reopening period. The plan must be kept on premise and made available in the case of an inspection or outbreak. Ensure that all persons, including employees, customers, and vendors remain at least six feet apart to the greatest extent possible, both inside and outside. Establish protocols to ensure that everyone can practice adequate social distancing. Ensure frequent hand washing and provided adequate supplies to do so. Required face coverings or masks for everyone. Provide regular sanitization of high touch areas, such as workstations, equipment, screens, doorknobs, restrooms throughout the site.

In Agreement:

Name of Reservation Applicant/Organization: _____

Signature of Responsible Party: _____ Date: _____