



Outdoor Facility Rental Procedures, Guidelines & Requirements
Contract Class, Non-Profit and Private Rental for Outdoor Rentals During COVID-19

August 2020

This document provides guidance for all outdoor programs within the City of San Bruno, including enrichment classes such as fitness, dance, martial arts and other recreational programs. The goal is to support a safe environment for participants, teachers, families, spectators, facility managers, workers, and volunteers.

The City of San Bruno requires all contractors to abide by the following outdoor facility rental procedures, guidelines and requirements. These will be strictly enforced by the instructors as it is their responsibility to ensure the health, safety and wellbeing of each participant, instructor and all family members in their class or program. These guidelines are modeled to mirror the safety guidelines, protocols and procedures required at the State and County level. Please note that these procedures and requirements are subject to change at any time based on updated County and State guidelines.

Failure to adhere to these written guidelines will result in the loss of the use of City facilities.

Procedures

Screening Prior to In Person Program:

Each participant must complete a COVID-19 Screening Form. It is up to the individual instructor to create a screening form prior to the class. Form must include the following information:

- Participant's name
- Participant's temperature
 - Each organization must have touchless thermometer at facility
- If participant is experiencing any symptoms
 - If any answers are "YES", the participant will not be allowed to participate in the class for that day and not return until symptoms have subsided.

Arrival at Outdoor Facility:

- Face mask/covering must be worn before exiting car and walking from parking lot to facility.
- Maintain 6' foot social distance when walking from parking lot to facility.

- Check in upon arrival and complete screening at designated location. Maintain 6' foot social distance while waiting in the check-in line.
- Designate a location where personal equipment bags can be stored during class that is a safe distance from other equipment bags.
- Designate a common area of the facility where instructor will meet with participants at the start of class to go over the plan for the class. Participants and instructors must wear their face mask/covering when meeting with the group and maintain 6' social distances while in common area.

During Class:

- Instructors will set up and break down all equipment before and after class.
- Participants should not use shared equipment.
- Class will be divided into predetermined small groups. These groups will be maintained for the entirety of the class.
- At this time, no partner work is allowed. Only individual practice, participation and conditioning is allowed.
- Groups will maintain 6' social distancing at all times.
- A sanitizing break should be taken if a group rotation occurs. Instructors will disinfect equipment during rotation of each group.
- No physical contact, high five, fist bumping or horse play is allowed.
- Face mask/covering does not need to be worn during the active class, but can be if you prefer. Face mask/covering must be carried with the participant at all times, whether in the participant's pocket or around their neck.
- Participants must use the restroom one at a time and maintain social distancing. Face mask/covering must be worn when using the restroom.

After Class:

- When participants and teachers meet in the common area, face mask/covering must be worn.
- Participants must maintain social distancing when gathering all personal equipment. Once personal equipment is packed, youth participants are to meet their families in the parking lot. Adult participants must proceed directly to the parking lot. Participants must not socialize at the conclusion of class. Participants should maintain 6' foot social distancing when walking to parking lot.
- Suggested after class procedures:
 - Wipe down and sanitize all personal equipment and items at park or at home
 - Wash hands with soap and water for 20 seconds as soon as possible
 - Wash face mask/covering when needed

Other Guidelines and Consideration:

- All participants are required to have their own bottle of hand sanitizer, a face mask/covering, and water if desired at every class. Sharing of any of these items is prohibited.
- All participants must use their own equipment. There will be no sharing of any equipment.
- Members of the teaching staff will regularly sanitize any equipment throughout the class to mitigate risk for participants, teachers and their families.

Parents and Spectators:

- It is the participant's responsibility to ensure they properly understands the guidelines required. If the participant is a minor, it is the parent's responsibility that the child understands the guidelines.
- If the participant is a minor, parents or guardians must stay in the car at drop off. The parents should not accompany the participant to the participant check-in area.

Rental Procedure:

Any organization or company interested in using an outdoor area for a class or program must follow the following procedure.

- Contact the San Bruno Recreation division at 650-616-7180 for outdoor space availability and to request space.
- Once space is requested, staff will send a PDF fillable application via email. Renter must complete application and email back to the Recreation Division.
- Renter must provide proof of liability insurance with the following:
Certificate Holder
City of San Bruno
567 El Camino Real
San Bruno, CA 94066

Additional Insured:

City of San Bruno, City Council, Boards, Commissions, Employees, Officers and Agents

- When application is received, it will be entered into the CivicRec reservation program. Fees will be assessed based on the location and number of hours. Renter will receive email invoice. Renter must pay invoice online through the CivicRec program. Fees are as follows:
 - \$20.00 per hour – Non-profit Community Group
 - \$40.00 per hour – San Bruno Resident
 - \$50.00 per hour – Non-Resident
 - Light fees may be assessed if outdoor area is used after sundown
- Once the application, payment and insurance are received by the department, renter will receive confirmation of their reservation. Rental is not finalized until renter receives confirmation. Renter must have permit with them at all times during their rental as proof of reservation.