



Rental Addendum

Rokeby & Portlock Center Rentals:

- Rokeby & Portlock center gatherings are limited to no more than 10 individuals. (If more than the allotted amount of people are in the room, center staff will notify the renter to have people leave the event or call the Park Ranger or Chesapeake Police Department to disband the rental.)
- Guests and patrons must wash hands with soap and water or use the provided alcohol-based hand sanitizers containing at least 60% alcohol upon entry.
- Renters must inform individuals with a fever, a temperature of 100.4 or higher that they are not permitted in the establishment. Renters should encourage guests to stay home if they are sick.
- Practice physical distancing of at least six feet between each person unless they are with members of the same household. Attendees are encouraged not to pass items to other attendees who are not members of the same household.
- A face mask is required of any person age five and older. Individuals must always wear a mask or face covering while entering, exiting, or traveling through common areas of the building. A face mask is anything used to cover your nose and mouth such as a mask, scarf, or bandana.
- No self-service of food (except beverages) including condiments. Condiments should be removed from tables and dispensed by renter upon the request of an attendee. Buffets must be staffed by servers. For self-service beverage areas, use beverage equipment designed to dispense by a contamination-free method. Gloves are required of all individuals serving food.
- Any items used to distribute food or beverages must be disposable, used only once, and discarded. (Renters are responsible to take out all trash and clean the room by the end of the rental.)
- Table and chair configurations must be arranged in a manner to ensure six feet of physical distance can be maintained between all organizers, staff and attendees who are not members of the same household.
- Entrances and exits must be configured to reduce the occurrence of bottlenecks at the beginning and conclusion of the event.
- A signed acknowledgement of the new rental guidelines is required prior to entry.

Renter Signature:

Date: