



OUTDOOR EVENT GUIDELINES AND CHECKLIST

Last updated: 8/12/2020

We at Mission Peak Unitarian Universalist Congregation recognize the need to provide guidelines in order to help ensure the safety of the people who attend any outdoor events that we hold. Unless otherwise approved all events will be on the FUMC campus.

This form is to be completed and submitted to the Council associated with the person/group organizing the event prior to its occurrence. The two Board members of the Councils or their board member designees must approve the event.

These guidelines must be acknowledged and signed off by the Organizer of the event and the Safety Person (may or may not be the same individual) before the event will be approved. The guidelines must also be shared with all potential attendees.

EVENT DATE AND TIME: _____

BRIEF DESCRIPTION OF EVENT:

Guidelines

- Event planners should consider whether the event can be done virtually because that is always safer.
- Masks are to be worn by all attendees. *It is the Safety Person's responsibility to remind attendees of this as needed.*
- Events are limited to no more than 25 people at one time, and no more than two hours unless a written exception is provided by the associated Council or the Board.
- A list of attendee names and contact information will be collected and submitted with the Event Checklist so that they can be contacted if we become aware of a outbreak.
- No food is to be served or shared.
- Drinking only from personal water bottles if needed.
- Restroom use should be only for urgent needs. The Safety Person should ensure that restrooms are stocked with soap and paper towels, and that hand sanitizer is available at the event.
- Only 1 person or family group in the restroom at a time. It is the Safety Person's responsibility to remind attendees of this as needed.
- A distance of at least 6 feet must be kept between individuals and/or family groups. *It is the Safety Person's responsibility to remind attendees of this as needed.*
- Sanitize hands before and after exchanging any item.
- An outside event checklist is to be maintained during the event, and emailed to office@mpuuc.org at the end of the event.

(SEE NEXT PAGE FOR SIGNATURES)



OUTDOOR EVENT GUIDELINES AND CHECKLIST

Last updated: 8/12/2020

Event Organizer

Print name, email, phone: _____

Safety Person(s) – responsible for ensuring that guidelines are followed at the event

Print name, email, phone: _____

(use end of form if more space is needed)

The signatures (or names with attached printout of emailed approvals) of the Organizer and the Safety Person(s) below indicate agreement with these guidelines and the commitment to follow them.

The signatures (or name/date with attached printout of emailed approvals) of the Board members below indicate that this event has been approved:

_____ date

_____ date

Use this space for any extra information you wish to provide.



OUTDOOR EVENT GUIDELINES AND CHECKLIST

Last updated: 8/12/2020

EVENT CHECKLIST – EMAIL TO OFFICE@MPUUC.ORG AFTER EVENT IS OVER

EVENT NAME,
DATE, AND
TIME:

Event Organizer
Name, email, phone: _____

Safety Person(s)
Name, email, phone: _____

- ❖ Masks are to be worn by all attendees. *It is the Safety Person's responsibility to remind attendees of this as needed.*
- ❖ No food is to be served or shared.
- ❖ Drinking only from personal water bottles if needed.
- ❖ Restroom use should be only for urgent needs. The Safety Person should ensure that restrooms are stocked with soap and paper towels, and that hand sanitizer is available at the event.
- ❖ Only 1 person or family group in the restroom at a time. *It is the Safety Person's responsibility to remind attendees of this as needed.*
- ❖ A distance of at least 6 feet must be kept between individuals and/or family groups. *It is the Safety Person's responsibility to remind attendees of this as needed.*
- ❖ Sanitize hands before and after exchanging any item.
- ❖ Events are limited to no more than 25 people and no more than two hours unless a written exception is provided by the associated Council or the Board.

List attendee names and contact information below or on a separate sheet, and email to office@mpuuc.org. The list will be used to contact attendees if we become aware of an outbreak.