



Montachusett Regional Vocational Technical School

Montachusett Reg. Vocational Technical School
1050 Westminster Street
Fitchburg, Massachusetts 01420-4696

978-345-9200 (Fitchburg Calling Area)
978-632-8889 (Gardner Calling Area)

To: Community Partner and Building Rental Lessee
From: Michael Gormley, Director of Facilities
Re: Building Rental and COVID-19 Mitigation Requirements

Dear Rental Customer,

We are pleased to associate with you and to support your program by providing you access to our facility as we value close relations with our community partners. Clearly, access to our facility has been limited for the past two years due to the concerns associated with large gatherings and the transmission of the COVID-19 virus. However, with the school's return to full capacity and the ongoing effort to support the return of community gatherings, we have made the decision to return to sharing our facilities. Nevertheless, in an effort to promote health and safety of all guests, Monty Tech has instituted specific guidelines that all lessees are required to follow. Please be sure to read through the following and sign below indicating your understanding of these guidelines.

THE LESSEE IS RESPONSIBLE FOR MONITORING THE USE OF THE SPACE AS WELL AS THEIR GUESTS IN ORDER TO ENSURE COMPLIANCY WITH THESE RULES.

SOCIAL DISTANCING -

- Due to social distancing, the capacity of the space that you have leased is capped at 75% (e.g. the total amount of spectators allowed in the PAC is 750 spectators. Similarly, the main gym also would be limited to 750 spectators.). All spectators should be seated. There will be no unavailable sections in the PAC, but the capacity cannot exceed 750 people at any given time.

CHECK IN PROCEDURE -

- No individual should be admitted if they are experiencing COVID-related symptoms, or is living in a household with anyone who is currently positive for COVID-19, waiting for COVID-19 test results, or had tested positive within 2 weeks.
- Hand Sanitizer must be made available at the entryway and around the venue.

MASKS -

- Based upon ongoing state guidelines and local ordinances, all spectators and guests are required to wear a mask whenever they are in the building.
- Performers, Announced and Dancers may be allowed to temporarily remove masks while performing on stage only.
- Masks may be removed briefly for short drinks.

CONCESSIONS -

- Concessions will be limited to drinks only (preferably bottled water). There will be no sales or consuming of food the building. Any food brought to the event must be consumed outside.

THIRD PARTY VENDORS -

- While lessees are allowed to sell their own merchandise, third party vendors are not allowed.

I, _____, **HAVE REVIEWED THE ABOVE RENTAL REQUIREMENTS**
(Lessee's Printed Name)

AND ACKNOWLEDGE THAT OUR ORGANIZATION _____
(Name of Lessee Organization)

IS RESPONSIBLE FOR MONITORING AND ENSURING COMPLIANCE WITH THESE GUIDELINES.

(Lessee Signature)

(Date of Signature)