

Addendum to Friends House Terms and Conditions

This Addendum describes Terms and Conditions for the Rental of Friends House, put in place as a response to the COVID-19 pandemic, which are in addition to those described in [Friends House Rental Terms and Conditions](#).

Renters must agree to [Friends House Rental Terms and Conditions](#) and also to the Addendum to Friends House Terms and Conditions before submitting a booking request. Renters must also have read and understood the Friends House [Rental Policy](#).

These policies are in conformity with government regulation regarding public health and Covid-19, and may change in response to any change in this regulation. Bookings may be cancelled if Friends House is required to close.

1. Room Availability

- Friends House rooms will be made available “upon request”.
- Rooms are currently available at the following capacities:

Room	Capacity
Meeting Room (available 6-10pm on weekdays, 9am-10pm weekends)	24
Dining Room	8

- An extra \$25 will be charged for each booking to cover cleaning costs
- Rooms must be booked for the full time during which access to the room is needed, not the start and end time of the event publicized. The time booked must include 30 minutes before start of event to allow for check-in procedures.
- TMM will require 30 minutes between bookings to allow for cleaning.
- When multiple groups are booked, times will be staggered to allow staff to attend to the arrival of each group.

2. Proof of Vaccination and Visitors Waiver

All participants attending events at Friends House must provide proof of having received two COVID-19 vaccination shots, and must sign a [Visitor's Waiver](#).

2. Social Distancing / Face mask Policy / Ventilation

- Following the provincial bylaw for public spaces, all event participants are required to wear a mask while inside Friends House.
- Organizers of events must communicate seating needs with Friends House staff, who will arrange seating prior to the start of the arrival of the group.
- Participants must remain at least 6 feet apart in meeting spaces. and not congregate or linger in hallways.

3. Allowable Activities

- Friends House may only be booked for activities which can be held following the aforementioned 6-foot social distancing protocol.
- No singing, dancing or eating is permitted within the House.
- The kitchen is not available for use.
- Water bottles for personal use may be brought to the House by individuals, used by that individual, and must be taken away. Any water bottles left at the House will be recycled or thrown away as appropriate.

4. Sign in / Waiver

All participants of events must sign a waiver before entering the House, which will include contact tracing information. (Individuals who use Friends House multiple times need only sign once.)

5. Arrival and Departure

- No participants or organizers will be allowed into the building earlier than 30 minutes before the event start time. No participants will be admitted after 15 minutes after the event start time.
- Participants must observe the 6-foot separator markers when waiting in line to enter the House.
- Groups using the Meeting Room must use the Meeting Room entrance on the north-west side of the house. Groups using the dining room, sun room or 2nd Floor Lounge must use the front entrance.
- Participants are required to sanitize their hands at the provided stations upon entry to the House.

6. Washroom Use

- Groups will be assigned a specific washroom.
- Participants must observe the 6-foot separator markers when waiting in line for bathrooms.
- Washroom fans must be kept on at all times.

7. Accessibility

As Friends House currently only has one wheelchair ramp (located at the entrance at the north east corner - rear of house, off the parking lot), Friends House staff must be informed of any participants who require access to this entrance, in order to manage social distancing upon entry.

8. Breach of this Rental Agreement

If any part of the Rental Agreement is not followed, the following actions will take place:

1. A TMM employee will give the organizer a verbal warning and ask them to ensure compliance.
2. If the organizer of the event does not ensure compliance they will be handed a written warning that describes the consequences of not adhering to the rules.
3. If there is still no compliance, the organization will not be allowed to rent space at Friends House from the date of the non-compliance until after the pandemic rules have ceased.
4. If desired, an appeal may be submitted to the Resident Friend – Manager, to be reviewed by a Clearing Committee.