



Restore Illinois Phase 4
Bartlett Nature Center Room Rental Guidelines
July 20, 2020

The safety of our staff, patrons, and participants is of the utmost importance. The Bartlett Park District encourages all renters to follow the guidelines below for use during "Phase 4" of the Restore Illinois Plan. These guidelines were compiled from resources and direct guidance from the Illinois Department of Commerce and Centers for Disease Control and Prevention (CDC). Please note; as guidelines change we will make those updates and communicate them.

Anyone entering and leaving a Park District facility is required to wear a face mask. Masks may be removed in rented/reserved rooms per the 6 feet social distancing guidelines outlined below.

Phase 4 Guidelines and Best Practices:

- Group size is limited to 50 total participants or less depending on the room.
Nature Center Room Rentals & Birthday parties. Room Capacity:
 - Multipurpose Room Max. 50 participants
 - Theatre Max. 35 participants
 - Prairie Room Max. 20 participants
- Face masks are required where 6 feet social distancing is not possible (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face mask).
- Practice social distancing of at least 6 feet whenever possible.
- Renters assume personal responsibility and should abide by set guidelines.
- Games/activities should be set up to allow for 6 feet of social distancing between participants whenever possible.
- Tables and chairs should be setup to allow 6 feet of social distancing between participants whenever possible.
- Stay home if you are sick or do not feel well. All attendees are encouraged to check their temperature before arriving at the rental. All attendees should conduct a health self-screening prior to the rental and be asked the following questions:
 - Are you experiencing any of the following; fever (100.4° and above), cough, shortness of breath, chills, muscle aches, headaches not related to caffeine, diet, hunger, migraines, or tension?

- Have you been in close contact with anyone that has tested positive for COVID-19 or has symptoms of COVID-19?

If the answer is “YES” to any of the above questions the attendee should be asked to leave.

- If any rental participants do contract COVID-19, please report it immediately and we will contact the proper authorities and follow the appropriate protocol.
- It is recommended that all attendees wash their hands frequently for a minimum of 20 seconds.
- It is recommended that all attendees bring their own supply of hand sanitizer and/or disinfecting wipes.
- Water fountains are available for refilling water bottles only.
- Rentals will be scheduled with a minimum of 90 minutes between groups.
- Staff will clean and disinfect between rentals.
- During the hours of your rental please make sure you and your party stay in your designated room unless it is to use the bathroom or if there is an emergency. Visiting other areas of the Nature Center is prohibited.
- The use of individually wrapped cutlery is highly recommend for sanitary purposes.

Following the Guidelines

Renters assume personal responsibility and should abide by set guidelines. If the above guidelines are not being followed it will lead to immediate cancelation of your rental with no refund, as well as jeopardize possible rental usage in the future.