

## **CHURCH SPONSORED EVENTS NOW PERMITTED OUTDOORS**

**Status: Approved by 1U BOT 10-6-2020**

### **Involvement of 1U Parties:**

R Responsible: Chief of Staff

A Accountable to: Board of Trustees

S Supported by: Church Administrator

C Consulted: 1U COVID Team

I Informed: Members

SCOPE: OUTDOOR EVENTS ONLY -- church sponsored gatherings/meetings will now be permitted outdoors on the 1U campus and off campus and event organizers will be responsible for meeting the following requirements. The goal is for participants to have a safe experience when gathering face to face at church sponsored events.

Events inside the 1U buildings are not permitted at this time. Nonchurch groups are not permitted to use the campus at this time.

### TYPES of CHURCH SPONSORED EVENTS:

1. Inperson event, outdoors, on 1U's campus
2. Drop in event, outdoors, on 1U's campus (brief visit during event hours)
3. Inperson event, outdoors, off campus (ex. outdoor walk)

### REQUIREMENTS

1. PRE-REGISTRATION - Organizer will request a space outside on the church campus with the Church Administrator by submitting a request form, either online or printed. The Church Administrator will review the request form to ensure compliance with requirements and that the space is available. If approved by Church Administrator, the event will be posted on the Calendar on the 1U website. church\_administrator@orlandouu.org, 407-898-3621. See form called "REQUEST - Church Sponsored Outdoor Event"

2.1 - ORGANIZER DUTIES. Organizer must attend the event and agrees to be responsible for ensuring the following requirements are met.

2.2 - ATTENDEES. For event type #1 and #3 above, there will be a limit of 15 attendees. For event type #2 above, there will be no limit. The expectation is that only a few people will be at the event at one time.

2.3 - MASKS. Masks will be worn at all times.

2.4 -DISTANCE. Physical distancing of 6+ ft will be maintained during event except for families/individuals living in the same "germ pod".

2.5 - BATHROOMS. Three bathrooms in the Enrichment Center, with doors to the outside, will be available for use. The Organizer will direct attendees to use the bathrooms so that occupants are spread out. Prior to the event, the Organizer is responsible talking to the Church Administrator about how

to access these bathrooms. If needed, the Organizer will arrange to pick and return keys to these bathrooms. Note: if keys are needed, check with Church Administrator about how the keys may be obtained. Organizer may bring hand sanitizers and/or wipes for use on the bathroom doors.

2.6 – CHAIRS & TABLES. Chairs and tables, if needed, will be brought by participants. 1U equipment will not be used.

2.7 - INTERIOR SPACES. Interior spaces on the campus will not be used except in an emergency.

2.8 – FOOD. Food, if any, will be brought by participants.

2.9 - CLEAN UP. Organizer will ensure that the area is cleaned up after the event. Outside trash receptacles will be available.

2.10 – DOCUMENTATION OF ATTENDEES. For inperson events (#1 & 3# above) the organizer will send the names of attendees and their phone number to Church Administrator within three days after the event. For drop by events (#2), the organizer will identify one individual with each group that dropped in for the event. That individual's name and phone number will be sent to Church Administrator with three days after the event.

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