

Citadel COVID-19 Protocols and Guidelines for Renters

We at The Citadel: Ross Centre for Dance feel that it is of utmost importance that our community members feel safe while using our spaces.

We have developed the following guidelines to ensure that all proper health and safety protocols recommended by public health authorities are being adhered to by all users of our spaces. We take this responsibility very seriously, and we are relying on all visitors and renters to do the same—we need your support and co-operation so that we can operate in a way that keeps us all safe!

Renters wishing to book space should contact our **Rentals Manager, Marianna Rosato**, via email at rentals@citadelcie.com to inquire about availability.

All renters will be required to complete a formal rental contract that expands on the guidelines set out below. Renters will be required to submit their completed contract prior to their rental being approved. All payments must be made two days in advance of the scheduled start date via electronic transfer only.

Rental payments are non-refundable unless the booking has to be cancelled as a result of the renter, or someone in their party, contracting or coming in contact with COVID-19.

RENTAL PRICING

All rentals must be a minimum of 2 hours.

Mimi Herndorf Studio Theatre (Studio A)	Jean Soper Studio (Studio B)
\$20 per hour (2 hour minimum)	\$25 per hour (2 hour minimum)
	\$50 per hour with technician (4 hour minimum)

The Citadel does not charge HST on rentals.

Please email rentals@citadelcie.com to inquire about pricing for commercial/film rates, or any bookings requiring the technician. The Citadel staff reserve the right to refuse any booking that they feel puts employees or other users of the building at risk.

RENTAL USER GUIDELINES



Masks:

All visitors, patrons and staff are required to wear masks when inside the building.

Dancers working alone in the studio are not required to wear a mask.

Dancers/performing artists are not required to wear a face covering while performing or rehearsing for a performance (see Reference 3). We encourage artists to respect the wishes of those they are working with in regard to keeping masks on while rehearsing if preferred.

All other visitors not physically engaged in the rehearsal and/or performance (choreographer, designer, outside eye, etc.) are required to wear a mask at all times.

Masks must be worn at all times when in the washrooms and in the lobby.



Arrival:

The front door of The Citadel remains locked at all times. Remote entry is available for renters by ringing the doorbell.

We require that all renters and their parties complete a personal health assessment and contact tracing form upon entering the building. This may be done via paper form or via phone or tablet by scanning the QR code displayed at the front desk.

All visitors are asked to use hand sanitizer (provided at the front desk) or to proceed directly to a washroom to wash their hands upon arrival.

We are currently not accepting cash payments for rentals—all rentals must be paid in advance via electronic transfer.

Renters must arrive no more than 5 minutes before their scheduled start time.

Renters must exit the building no more than 10 minutes after their scheduled end time.



In the Studio:

Capacity for each room is based on the current allowable limit of 50% of the usual seating capacity or the number of people that can maintain a physical distance of 2 metres (depending on the space). Maximum capacities are posted outside all spaces and are as follows:

Capacity Limits

Lobby Area	8 people
Jean Soper Studio	18 people
Mimi Herrndorf Studio Theatre	26 people
Lindy Green Wing	8 people

We suggest that studio and theatre doors remain open to allow more air flow into the spaces and to reduce the spread of germs via door handles and push bars.

Thermostats have been programmed at optimal settings for maximum fresh air return and are not to be adjusted by renters.



Keeping the Building Clean:

The studio, theatre, washrooms, green room and lobby are cleaned thoroughly each morning (including all high-touch surfaces and studio floors).

Spray bottles with alcohol and paper towels are available in both the studio and the theatre so that if renters would like to do so, they may sanitize any high touch surfaces at the start and end of their time.

Only bottled water and beverages are allowed in studios. Meals and snacks are to be consumed in the lobby or the dressing room. There is no food allowed in the studios.

Outdoor shoes are to be removed and placed on designated mats or taped off areas near the doors of each studio.

No bare feet allowed outside of the studios.

For cleanliness, renters are not permitted to go into the booth or use any of the tools or equipment in the theatre. The auxiliary cord for access to the sound system will still be available at the dance floor level.



Elevator:

Maximum occupancy for the man-lift elevator remains at 2 people. Due to the enclosed space masks must be worn at all times in the elevator.



Responsibilities of the Renter:

Unannounced visitors are not permitted.

Renters are responsible for submitting a list of everyone who will be in attendance during their booking along with their rental contract.

Socializing in the lobby before or after your rental is discouraged. We ask that you leave as soon as possible so that fresh air can be cycled into the spaces before the next renter arrives.

Any staff, renter, or visitor who begins to experience any COVID-19 symptoms while at The Citadel must go home immediately and follow Telehealth directives. Anyone with symptoms will not be permitted to return to the building until they are symptom-free.

References

1. Reopening Ontario: <https://www.ontario.ca/page/reopening-ontario>
2. Concert venues, theatres and cinemas: <https://covid-19.ontario.ca/public-health-measures#concert-venues-theatres-and-cinemas>
3. Face coverings and face masks: <https://www.ontario.ca/page/face-coverings-and-face-masks#section-1>