

## 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](mailto:rentals@citadelcie.com) to inquire about availability.

All renters will be required to submit a formal rental agreement that expands on the guidelines set out below. Renters will be required to submit the agreement 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.

<b>Mimi Herrndorf Studio Theatre</b> (Studio A)	<b>Jean Soper Studio</b> (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.

The Citadel does charge HST on the hourly rate for technicians.

Please email [rentals@citadelcie.com](mailto: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 2). However, given the high transmissibility of the current Omicron variant we encourage dancers to wear masks while rehearsing and to respect the wishes of colleagues if rehearsing in masks is 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.

All renters must screen themselves for COVID-19 before entering. If a visitor answers YES to any of the questions on the COVID-19 signage posted at the front desk, they are kindly requested to NOT enter the building.

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:**

The Citadel: Ross Centre for Dance is currently operating at 50% capacity in accordance with provincial public health and safety guidelines (see Reference 1). We thank you for your patience and understanding as we work to support our community and keep everyone safe.

**Capacity Limits**

Jean Soper Studio + Lobby Area	42 people
Mimi Herrndorf Studio Theatre	40 people
<i>Maximum audience in theatre</i>	30 people
Lindy Green Wing	10 people

We suggest that studio and theatre doors remain open to allow more air flow into the spaces and to reduce the spread of bacteria 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 while seated. 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 agreement, and for providing proof of vaccination for all members of their party.

For more information about The Citadel's Vaccination Policy, please visit our [Rentals](#) home page.

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 COVID-19 symptoms while at The Citadel must go home immediately and follow isolation requirements (see Reference 3). Anyone with symptoms will not be permitted to return to the building until they have completed their isolation period.

**References**

1. Returning to Our Plan to Safely Reopen Ontario: <https://covid-19.ontario.ca/public-health-measures#returning-to-our-plan-to-safely-reopen-ontario>
2. Face coverings and face masks: <https://www.ontario.ca/page/face-coverings-and-face-masks#section-1>
3. COVID-19: Stop the spread: <https://www.ontario.ca/page/covid-19-stop-spread>