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## The Olander Park System Response to COVID-19: Rental Guidelines

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January 29, 2021

The Olander Park System takes the health and safety of our community seriously. We are closely monitoring COVID-19 developments. We are writing to let you know how TOPS is proactively responding to the COVID-19 outbreak. TOPS must continue to follow all state of Ohio and Lucas County Health Department Guidelines.

**Current Guidelines for Banquet Halls:** [Ohio Mass Gatherings Order](#)

**1. Max Capacity: 80 Guests.** With indoor seating and social distancing guidelines, the max capacity we can accommodate at this time is 80 people. While we will have additional seating available outside and you and your guests are encouraged to use that seating space, this cannot increase your invite list. If the weather does not permit guests to sit outside, you WILL NOT be permitted to have more than 80 people in the building. No more than 10 guests can be seated at a table, and those guests **must be from the same household.**

**2. Masks Required/Guests must remain seated: Please know that this mandate does include the Nederhouser Community Hall and deck. Guests will be required to wear masks when attending your events with the exception of when seated and actively eating and drinking.** We request that you bring masks to have available to guests who may not have one, as we are required to enforce these guidelines and cannot permit guests into the hall without them at this time. **Guests must remain seated** except when entering, exiting, or using restrooms. Traditional wedding reception events such as first dance, toasts, and cake cutting are permitted.

**3. No Buffets or Self Service.** Self-Serve, Served buffets, and self serve beverage stations are currently prohibited. Guests will need to be served food and drinks at their tables. Servers must wear masks and gloves when handling food.

**4. Outdoor Games:** The guidelines have changed to allow "billiards, dart boards, video games" to open as long as they follow social distancing and sanitation guidelines, so we feel that you are fine to bring in outdoor lawn games as long as guests follow these guidelines.

**5. Trash/Recycling:** You will be responsible for the removal of all trash and recycling during your event as a safety measure for our staff. Trash and recycling will be placed either outside of the kitchen entrance or in a TOPS truck that we will provide outside of the kitchen. Extra trash bags are supplied by hall attendants if needed.

**6. What we will do:** As always, TOPS will have a hall monitor on-site throughout your event to assist with extra trash bags, bathroom supplies, and any issues you may have. Additionally, they will be sanitizing high touch surface areas every two hours throughout your event. Finally, if you are not following the guidelines laid out above, our staff will speak to you to correct the problem, but we do reserve the right to require you to make changes in order to comply or ultimately shut down the event as a last resort.

**7. Adjusted COVID-19 Cancellation Policy:** Due to the current guidelines in place, TOPS has temporarily adjusted the Rental Cancellation Policy. Cancellations made **at least 30 days before the reservation date** will receive a **full refund less a \$50 cancellation fee**. Cancellations must be received **in writing or via email**.