

## Local 99 Musicians Hall Use Regulations

### Rules for hall use:

- Hall Use Agreement must be signed and returned prior to use.
- Collect and keep (for 60 days) the first and last name, home address, and phone number of every attendee (for potential contact tracing). All attendees must certify that they have no Covid-19 symptoms, as described in the attached OHA document. Report to Local 99 if any people in attendance test positive for COVID-19 within 14 days of hall use.
- Assign a monitor to ensure compliance with all capacity, mask-wearing and distancing requirements, including at entrances, exits, restrooms and any other area where people may congregate
- No more than twenty-five (25) people allowed in at any time.
- Mask use required at all times; no unmasked singing allowed. 6 foot separation required at all times (including outdoors). 12 foot separation required for woodwind/brass players.
- No smoking in the building.
- No unlawful activity on the premises.
- Make arrangements to remove instruments or other equipment immediately following the rehearsal.
- No tape or glue on the walls; use tacks or staples only, please. Hang nothing from the ceiling.
- Do not adjust the thermostat.
- Keep beverages off the stage platform and pianos. Keep carpeted areas dry and clean. Brass players must use pads/rags for their water key emptying.
- Wipe down surfaces as specified on the cleaning log at the end of hall use with the provided supplies, and mark on the cleaning log that you've done so.

### Clean up check-off list:

- \_\_\_ Return all folding chairs to the rolling racks.
- \_\_\_ Fold all tables and return them to the storage cart. Place the heavy tables on the bottom and the plastic tables on the top.
- \_\_\_ Sweep floor with wide yarn-broom in the center storage closet.
- \_\_\_ Put all garbage in the garbage cans.
- \_\_\_ Return the piano and any furniture back to their original position.
- \_\_\_ Turn off all lights (switches are on the stage, next to the doorway into the office, near the bathrooms, and by the exit door).
- \_\_\_ Make sure the exit door's crash bar is released and functioning, and test the door from the outside to ensure that it is locked.
- \_\_\_ Clean the surfaces listed on the cleaning log hanging by the door and indicate on the log that the cleaning has been completed.