



Planning Form for Group Gatherings:

Groups submitting Facility Use requests to use a Helena Public Schools property must agree to the health and safety terms outlined in this document. Failure to do so may result in a suspension or cancellation of the Use Agreement.

I have read the above disclaimer.

All fields MUST be completed.

I agree to complete the following form to the best of my ability.

Please submit your plan for your gathering using the form below. Helena School District Facility Coordinator may contact you with feedback or questions.

Contact Information

Name: _____

Address: _____

Email: _____

Phone Number: _____

Type of Event: _____

Event Name: _____

Requested Location: Area: Room(s): _____

Date(s) of Event: _____

Expected Number of Attendees: _____

Signature: _____ Date: _____

As you are filling out this application, please identify how you will prevent the spread of COVID-19 at your event. This must be clearly identified with a structured physical layout, identified seating arrangements, and controls for crowd flow, entry and exit, with clear means for physical distancing. Signs alone are not adequate control. Active controls could include ushers for seating and attendants to monitor groups.

1. Spectators

At this time spectators will not be allowed in schools being used under Facility Use Agreements.

2. Entry and Exit: This is a potential bottle neck and a place where people tend to closely congregate.

What is your plan for structuring physical distancing in entry and exit areas?

3. Food and Beverages

No food or beverages will be allowed at this time. Participants under this Facility Use Agreement may bring water bottles for personal use.

4. Restrooms

Please describe your plan to allow one participant in the restroom at a time.

5. Cleaning

Describe how you will clean all “high touch” areas such as counters, doorknobs, tables, benches, chairs, restrooms, dressing rooms etc. frequently. • Ensure cleaning products are available for members or have staff ready to clean before and after events. • Clean high touch surfaces after every use. • If available, use disposable gloves to clean surfaces.

Cleaning supplies will be provided. The cost for these cleaning supplies is included in the schedule fees for all facility use agreements.

6. Hand Hygiene and Respiratory Etiquette

Please check all of the following places you plan to offer hand washing or hand sanitizer for attendees.

Entry of facility Restrooms Common Spaces

Hand sanitizer will be provided at no cost.

7. Face coverings/masks

Face coverings/masks are required by the Lewis and Clark Public Health and the Helena Public Schools. Please describe your procedures for ensuring the use of face coverings. Include information on staff and attendees.

8. Active Controls for Physical Distancing, Health and Activities

Please describe your plan for physical distancing and controls for all aspects of your event. This must include a description of your plan for seating when participants are at your activity.