



FACILITY RENTAL COVID-19 REQUIREMENTS

We are happy to open the West Michigan Center for Arts + Technology (WMCAT) facility to the community for meetings and events with a commitment to the health and safety of our students, staff and guests. Here are some helpful guidelines related to COVID-19 that are in place at WMCAT for facility rentals:

- During WMCAT's business hours (Monday - Thursday 8 a.m. - 5 p.m.) masks are required for all visitors to our space. Masks may only be removed for eating and drinking. This includes guests at facility rental events.
- If a facility rental takes place outside of WMCAT's business hours, you as the host organization decide on the event's mask and vaccination policy. In such a case we ask that you inform WMCAT staff of your COVID-19 policy so that we can inform our Staff Attendee.
- Please keep a list of all attendees at your event and provide the list to WMCAT if requested.
- If a guest at your event tests positive for COVID-19, you as the host organization are responsible for contact tracing and asking all guests with a close contact to get a COVID-19 test.
- You as the host organization must communicate positive COVID-19 test results to WMCAT so that we can notify any staff or students who were in the space at the time of your event.
- While WMCAT does have limited supplies of hand sanitizer and masks available, we request that you also provide hand sanitizer and masks to your guests if needed.