



Greetings,

Thank you for making a reservation at one of our indoor park facilities. We're looking forward to hosting your group and hope this letter helps you plan your visit.

We have been busy modifying our indoor facility operations to meet new public health guidelines during the COVID-19 pandemic. Protecting the health and safety of visitors and staff are of utmost importance. Please review this letter carefully so you know what to expect before, and during, your visit.

When you arrive at the park, please follow posted signage for personal hygiene and physical distancing. Please protect yourself and others: **face coverings are required** for all attendees, to be worn at all times while inside any park facility including restrooms, while interacting with the park staff, and outside in crowds and when physical distancing is difficult in accordance with [MN Emergency Executive Order 20-81](#). Thank you for your patience, understanding, and cooperation.

Thanks again for choosing Dakota County Parks. We are looking forward to seeing you and hope you enjoy your stay.

*--Dakota County Parks*





**Dakota Lodge at Thompson Park Center & Schaar's Bluff Gathering Center:**

- Events providing food and beverages will end by 10 p.m. in accordance with Executive Order 20-96.
- Room capacity will operate under current Center for Disease Control (CDC), Minnesota Department of Health (MDH) and Stay Safe Minnesota guidelines as required by the Governor's Executive Order (s).
  - Dakota Lodge: 40 people or less. Capacity will be reduced to 25 people or less starting December 11<sup>th</sup>, 2020 in accordance to Executive Order 20-96.
  - Schaar's Bluff Gathering Center: 21 people or less
- Standard room set-up for all events. Tables will be spaced out by a minimum of 6 feet and will seat 3 people or up to 6 if all attendees are from the same household. Outdoor patios will have picnic tables spaced 6 feet apart to maintain social distance. Bartender vendors will be set up in the atrium of Dakota Lodge or inside the event room at the Gathering Center.
- A Facility Attendant will perform a check-in and check-out process for all groups that have rented an indoor facility.
  - **Check-In:** Staff will wear face coverings, maintain physical distance and review new operation changes regarding physical distancing, capacity, cleaning, and sharing supplies and equipment. Staff will assist groups with any audio or visual needs and will sanitize equipment prior to the group's arrival.
  - **Check-Out:** A staff member will meet with the group at the end of their reservation and will assist the group with cleaning, sanitizing, and returning the room to the standard room set up. Staff will clean and sanitize any audio or visual equipment and shared supplies the group used during their event.
- When providing food and beverages at events, group coordinators and vendors will need to follow the MN Food Code and will need a plan for serving food safely for guests to help reduce the spread of COVID-19.
  - Catered food or pre-packaged meals are highly recommended. Food should be served to guests at tables to reduce congregating at bars or food serving areas. All vendors will be required to wear a face covering at all times while inside the facility. Make sure all vendors are aware of this requirement.
  - The permit holder is responsible for the oversight of the self-service areas and will follow the guidelines per MDH and CDC for physical distancing, hands being sanitized prior to serving, and the wearing of face coverings by guests, attendees and vendors while inside the building.



- Wedding ceremonies may operate at a 25% capacity of the corresponding facility. If a reception is to follow, Dakota Lodge capacity must be reduced to 25 people or less starting December 11, 2020 in accordance with Executive Order 20-96.
  - Ceremony Capacity:
    - Schaar’s Bluff Gathering Center: 21 people or less
    - Dakota Lodge: 33 people or less
- Outdoor capacity should not exceed the indoor facility capacity of the corresponding facility. Outdoor wedding ceremonies/services will take place in a public park setting with a semi-private area with signage around the perimeter of the site stating, “area reserved”.
  - The permit holder is responsible for setting up chairs for wedding ceremonies/worship services to maintain physical distancing. For indoor ceremonies, guest will be seated at tables to maintain physical distance of 6ft.
  - Face coverings are required outside during ceremonies, in crowds, and when physical distancing is difficult in accordance with MN Emergency Executive Order 20-81.
- In case of severe weather and groups need to take shelter in the designated storm shelter (restrooms), face coverings are required. Dakota Lodge and the Schaar’s Bluff Gathering Center will have a supply of masks available for guests who do not have a mask.
- Groups will be encouraged to bring their own supplies and equipment for their event. Dakota Lodge and the Schaar’s Bluff Gathering Center will have audio and visual equipment available and will be cleaned and sanitized prior to the group’s arrival. Microphones will be assigned to designated presenters or will be sanitized with wipes in between use. Kitchens are not stocked with beverage containers, cookware, utensils, or dishware.

**COVID-19 Procedures: To help keep both visitors and staff safe and healthy, Dakota County has implemented the following changes to indoor facility operations:**

- All park staff will be required to perform a self-check health assessment for COVID-19 symptoms prior to arriving to the facility and will wear a face covering at all times.
- Facility Attendant staff will be on-site during all events at Dakota Lodge and the Schaar’s Bluff Gathering Center to assist with additional cleaning and sanitizing of high touched surfaces in common areas such as restrooms, atriums, hallways, and entryways throughout the rental period.
- Best practices for facility use are encouraged, including using a disposable paper towel when opening the door to a shared room (example: restroom).
- Attendees will be strongly encouraged to perform a self-check health assessment for COVID-19 symptoms prior to arriving to the facility. Face coverings for all attendees, guests and vendors are required at all times while inside any park facility including restrooms, while interacting with the park staff, and outside in crowds and when physical distancing is difficult in accordance with MN Emergency Executive Order 20-81.

COVID-19 Indoor Facility Information – Dakota County Parks



I, \_\_\_\_\_, have read, understand and agree to the information outlined in the attached Planning Guide and opt to proceed with the event. I understand that Dakota County Parks Department will follow the Stay Safe Minnesota guidelines. I understand that if capacity and other guidelines are not followed, Dakota County Parks Department has the authority to remove staff and shut down the event. In addition, this action would forfeit the damage deposit.

\_\_\_\_\_  
Signature

\_\_\_\_\_”  
Date