



CLIENT RENTAL AGREEMENT ADDENDUM 2021

CLIENT: _____

Date _____ **Time** _____

Type of Event _____

Owner: University of Southern Indiana/Historic New Harmony (USI/HNH)

- The University of Southern Indiana (USI) COVID-19 dashboard and protocols can be found at <https://www.usi.edu/covid-19/>
- CLIENT is responsible for upholding these event guidelines and utilizing “self-enforcement” for all attendees. The event host must be physically present and on-site for the duration of the meeting or event to ensure compliance with all COVID-19 event guidelines and University policies.
- CLIENT agrees to not exceed a maximum of 250 people for private events
- CLIENT agrees to ensure face coverings are required at all indoor meetings and events. Face coverings are required at all outdoor events unless attendees are maintaining 6 feet of physical distance between themselves and others.
- CLIENT will provide OWNER with an anticipated attendee list prior to the event.
- If an external event is canceled due to the COVID-19 pandemic prior to the start of the event the CLIENT will be refunded any monies deposited in advance.
- It is recommended that external event contact tracing administrators complete the Johns Hopkins COVID-19 Contact Tracing Training Module, found at <https://www.coronavirus.jhu.edu/contact-tracing>.
- In accordance with state and local laws and regulations, CLIENT should notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA). Additionally, the University of Southern Indiana would appreciate a notification of any confirmed cases of COVID-19 occurring during the event and up to 10 days after the conclusion of the event. Notifications may be made to OWNER without any personal information about the individuals involved in order to maintain confidentiality.
- OWNER has the right to request any documentation/information needed regarding the event. OWNER has the right to request the event to cease operation in order to ensure the safety of all participants and USI staff.
- Separate entrances into event venues and exit routes are recommended when possible.

Please indicate your approval and acceptance of this contract by signing and dating where indicated and return along with the deposit and certificate of insurance.

Printed Name _____ Date _____

Signature _____

Address _____

Telephone _____ Cell Phone _____

E-mail _____

_____ Date _____

Dan Mason
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