



## Guidelines for Rental Space and Equipment for Events

### Under the Pavilion at Oakwood Farms Market

#### Space Rental Fees

- Rental spaces for the Pavilion are limited at times, but they can be assigned or reserved.
- Facilitators are encouraged to pay rental space fees at least one week (prior to event) at the Oakwood Farms Market. We ask that you practice social distancing with no more than 50 attendees under the Pavilion, per event.
- Individual space rental tickets are available for purchase for each attendee within scheduled Time Slot. This applies to smaller groups less than 10. For larger groups, facilitators may choose to pay a group rate for all attendees at one time.
- Rental fees and time slots schedule will be assessed annually by the market's manager, and subject to change. Additional fees may be added for going over allotted time.
- The approval process will take 24 hours from the date on rental agreement, in which you will be contacted via email and phone call. Upon approval you will need to schedule a time to come to the Oakwood Farms Market and make your payment with the Community Coordinator. For Saturday rentals, you will be issued a Pavilion Pass at the time of purchase. You will need this pass to show security in order to use the Pavilion.
- **Please refer to price list for fee amounts. Space rental fees are non-refundable.**

#### Equipment Rental Fees

- There are equipment rental fees for our Bluetooth speaker(s), and microphone w/stand etc. Please refer to price list for different fees. An equipment rental fee can be added at Facilitator's discretion, its optional. We would like for our equipment to be wiped down with (provided) sanitizer before and after usage. **This venue does not provide any additional seating or tables. The Pavilion has 8 tables, 16 chairs and bench-style seating along the Pavilion.**
- Equipment rental fees are non-refundable unless equipment malfunctions before start of the event.

#### Scheduling Time Slots and Facilitation of the Pavilion

- Facilitators should arrive, set up, and finish on scheduled time.
- Please be courteous and let the Market Manager(s) know in advance if you will not be able to attend the scheduled event.
- Purchases are not mandatory at the Oakwood Farms Market or Oaktree Bistro; however, it is strongly encouraged that Facilitators have their group to patronize the market, during operation hours.

- We recommend Facilitators to stay for the duration of their scheduled time. Please finish on schedule time. **Please discard any leftover trash or debris, food, or decor from event into Market's dumpster located in the back of the store.**

These time slots are available, only if weather is permittable. Warning: it is not recommended to schedule a meeting in inclement weather, such as thunderstorms, tornados warnings, extreme cold or hot weather. (Ex. Colder temperatures of 50 degrees and below. Or hotter temperatures in the triple digits such as, 100 degrees and above.)

Scheduling days are **Sunday-Thursday**, here are the available time slots:

- **Time Slot I 8:00 a.m.-11:00 a.m.**
- **Time Slot II 12:00 p.m.-3:00 p.m.**
- **Time Slot III 4:00 p.m.-7:00 p.m.**

Only Time Slot I is available on Fridays, April-November. Only Church Luncheons on Saturdays. For all emergencies, call **Chief Melvin Harris 256-417-1206.**

**\*No smoking \*No Alcoholic Beverages \*No Barbeque Grills \*No pets (service animals only) \*No wading in the water \*No walking on trails with walkers or crutches.**

## **COVID-19 INFORMATION GUIDANCE FOR OAKWOOD FARMS MARKET AND OTHER RENTAL SPACES**

Under current CDC Guidelines, businesses and entities are required to:

- implement practices to minimize the risk or transmission of infection among the patrons, such as, social distancing and mask wearing.
- provide procedures for rapid response if a patron develops symptoms, or becomes ill, such as, calling 911 or ask them to leave the Oakwood Farms Market and other rental spaces, to protect the other patrons' safety.
- ensure that attendees maintain high levels of sanitation and personal hygiene; practice handwashing in our public restroom or provide sanitizer containing at least 70% alcohol to make available for them.