



OREGON COAST COUNCIL FOR THE ARTS

OCCA/Newport Visual Arts Center COVID-19 Rental Policies and Guidelines Updated June 1, 2021

General Policy and COVID-19 Liability

All groups and individuals renting space at the Newport Visual Arts Center (VAC) will follow all Covid-19 protocols as presented by the City of Newport and State of Oregon. These include wearing masks while indoors, scanning temperatures of all attendees upon arrival (scanning devices to be provided by OCCA), maintaining social distancing and adhering to room capacities. The Oregon Coast Council for the Arts, manager of the VAC, assumes no liability for any health-related outcomes related to rental events at the VAC. All VAC renters will follow the COVID-related guidelines as well as the standard VAC rental usage guidelines, both presented to renters prior to bookings.

Bookings and Reservations

Rental events can take place at the VAC when the City of Newport is in the moderate- or low-risk COVID-19 category. Renters can book their events by paying the refundable \$100 room deposit fee but should know that events are subject to cancellation if the City remains in or re-enters the high- or extreme-risk categories. A reservation will be confirmed when a contract is completed and returned, and the deposit has been received.

Two weeks before the rental date, based on the COVID-19 risk category, payment in full is due (including cleaning fee) or the deposit will be returned.

Room Usage

Rental time is from the moment the group enters the building until they leave. If the rental is more than one consecutive day or both spaces on the same day, there will only be one cleaning fee. Rooms will not be rented for less than 4 hours (half-day). Multiple renters will not be allowed to occupy spaces at the VAC simultaneously.

Rental events shall not occur less than two days apart (at least one day separating each event). Capacity for Room 205 will be set at 22 persons. Capacity for Room 302 will be set at 6 persons. Kitchen usage will be allowed only under the low-risk category. The kitchen will be closed off and locked (preventing access) unless it has been rented. The VAC's second-floor restrooms will be open during rental events. A pre-event consultation between VAC staff and renter will take place at least one week prior to rental event.

Rental and Usage Fees

A nonrefundable cleaning fee of \$100 will be charged to off-set increased professional janitorial services. A refundable deposit fee of \$100 will be charged. Regular VAC staff onsite hours will be established as Monday to Saturday, 8am to 5pm. Renters booking events outside of staff hours will be charged a \$25/hour building manager fee.