

July 13, 2020

Re: Access to Richmond Arts Centre Studios

Dear Resident Art Groups,

I am pleased to inform you that we are accepting requests for access to some of our studios as of July 27, 2020. We are taking a gradual and measured approach with safety being our top priority. Therefore, access to studios is limited. All of our guidelines have been created following the City of Richmond's safety plan which you can read by visiting <https://www.richmond.ca/safety/COVID-19/covid-safety.htm>.

Please read the information below and share with your members prior to requesting a booking:

Which studios will be made available?

Between July 27, 2020 and until, at minimum, the next step of the City's safety plan, the following studios will be made available for booking:

- Painting Studio
- Pottery Studio
- Lapidary Studio
- Fabric Arts Studio

Please note, these studios will not be available simultaneously. For safety purposes, there will only be one studio operational per session.

When are the studios available?

The above noted studios will be available for booking during the following days and times:

- Days: Wednesdays, Thursdays and Fridays
- Times: 9am to 12pm and/or 1pm to 3pm (Or one single booking from 9am to 3pm where possible).

Bookings will be accepted on a 'first come first served' basis by emailing me with your request. Information for submitting requests can be found at the end of this letter.

Though every effort will be made to honour your request, we will also be ensuring that there is a fair distribution between the requesting groups.

How many people can each studio accommodate?

7 people per studio are permitted as per physical distancing guidelines. Names of individuals must be registered prior to each booking.

How do I access the studios?

- Group members that are pre-registered with the Arts Centre, will meet a City staff person at the rear entrance/loading bay of the building and can use the stairs or the freight elevator.
- All members must arrive within a fifteen minute window prior to the start of the session and will be escorted to the booked studio by a staff.
- Members will have access to the washrooms but access to the lunch room and the rest of the Cultural Centre is not permitted. These areas continue to be closed to the public.
- Members can exit individually through the rear entrance/loading bay. At the end of the allotted time, a staff person will ensure all members have left and secure the studio.

Studio cleanliness

All studios will be cleaned prior to use. A checklist will be provided with identifying high touch areas. Group members are asked to wipe down these areas using the authorized cleaning materials provided by the City.

Risk and Liability

- Prior to the start of the first booking, Groups will be required to sign a Facility Use License Agreement stating that they have guidelines in place that align with the standards of BCRPA (BC Recreation and Parks Association) and/or the governing body or industry association that most closely aligns with their activity, program or service.
- All Facility Use License Agreements will align with recommendations from the Municipal Insurance Association of BC (MIABC) regarding COVID-19.
- The City reserves the right to request and review the group's Safety Plan, however the City is not responsible for endorsing, approving or affirming each group's Safety Plan as it does not have the resources to do so.
- Groups must also read, confirm and return an executed copy of the COVID-19 Addendum to Rental Agreement (the "Addendum") and abide by all requirements set forth in the Addendum.

- Groups will be required to provide Liability Insurance naming the City as an additional insured in the amount required for the specified use. This has been a standard practice for us so please make sure your insurance is valid.

If you are interested in booking space, please provide me with the following information as soon as possible:

- **Name of group**
Must be an existing Richmond Arts Centre Resident Art Group
- **Name of contact**
Person responsible for signing the COVID-19 addendum
- **Studio requested**
Fabric Arts, Pottery, Painting, Lapidary
- **Days and Times requested**
 - Between July 27 and September 30, 2020
 - Wednesday, Thursday, Friday
 - 9am to 12pm and/or 1pm to 3pm)

Once days and times are confirmed you will receive notice from me including a reminder/request to provide names of attending members and all other documents referenced in this letter. Please don't hesitate to contact me with any questions.

Sincerely,

Camyar Chaichian
Acting Manager, Community Cultural Development
cchaichian@richmond.ca
604.786.5421