

# CULTURAL ARTS CENTER

## COVID-19 Updates to Policies for Rentals

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## Updates to Policies following COVID-19:

- Face covering ordinance is followed by all staff, renters, and guests.
- All caterers, staff, security, bar services are also required to wear face covering as well.
- Reduced capacity of the venue is required. Our current capacity is 125 persons with the current guidelines in place with social distancing required at all times.
- A stationary sanitation station will be placed at the entrance of the DWCAC. We encourage all visitors to utilize good hand washing techniques approved by the CDC and refrain from attending when you or your guests are ill.
- Proper social distancing of groups/couples is required. Layouts must reflect this with wide dance floors and spacing between tables/chairs. A copy of the layout is required 45 days prior to your event to ensure this takes place. If you need assistance, please do not hesitate to ask. Our layout has been submitted to Allseated Event software should you want to create a digital/scaled option.
- All equipment and decor rentals must be sanitized prior to arrival and upon arrival at the venue. It is important to ask your vendors for their current safety guidelines as well. Please feel free to let me know if they have any additional questions or need in regards to set up times.
- In terms of catering, it is highly encouraged that serving styles shift to plated meals or stations to avoid long buffet lines and the incapability to social distance. Catering staff must properly wear masks and gloves when serving clients. All caterers are required to schedule a meeting with the CAC manager prior to the event no later than 45 days prior.
- All renters must present a schedule for vehicle unloading and loading. Arrival times and breakdown times/routes must be scheduled and allow for social distancing between companies. Our team can assist with organizing this timeline as well.
- Our cleaning team will be onsite during your event to continuously sanitize high traffic areas such as door knobs, bathrooms, etc. in addition to all tables and chairs prior to and after your use. We will maintain a log to manage accountability and records.
- We highly recommend RSVP only events. This will assist in you collecting contact information for all vendors and guests for your event. This is typically done through your guest list and is required as a means of contact tracing. It is encouraged that you maintain this file and notify our team in the event that anyone becomes ill within 30 days of your event.
- When having bar service, cash free payment methods are the only methods available. Casual Class will not accept any further cash payments.
- All events are required to have security during the event to cover the event time and the breakdown time.
- Backdrops, Step and Repeats, and other items that promote gathering are highly discouraged.
- The Arts Council reserves the right to dismiss anyone who is not abiding by guidelines and/or shows signs of illness.

Please note that the updates are in addition to all rules, regulations, and other policies provided by the Arts Council and are subject to change. For additional information or assistance, please do not hesitate to contact the CAC Manager.