

Re: Facilities Use Agreements – Civic Center Act:  
**Special COVID-19 Requirements for Use**

Dear

The County Office of Education has approved your use, or continuing use, of its facilities pursuant to the terms and conditions of the attached Facilities Use Agreement.

This is an important reminder that your employees who will be supervising/ conducting activities at our facilities must make themselves aware of all County policies, procedures, and standards (“Standards” available online), and ensure that each of your employees, and each of your participants and/or guests, comply with our Standards while at the approved location.

As a specific additional requirement of your right to use our facilities, each of your employees must make themselves aware of all federal, state, and local laws, regulations, health advisories, and best practice safety standards intended to protect against the spread of COVID-19, and ensure that each of your employees, and each of your participants and/or guests, comply with these additional standards on each date of use, with your employees urged to review the following websites before each use:

1. State of California’s COVID website: <https://covid19.ca.gov/>
2. Centers for Disease Control and Prevention’s COVID website: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
3. The Napa County COVID resources page: <https://www.countyofnapa.org/2739/Coronavirus>

**Failure to comply with these obligations may result in the immediate termination of your event, and a denial of any future request for use to our facilities.**

For any questions regarding these important compliance obligations, please contact \_\_\_\_\_ at \_\_\_\_\_ or email at \_\_\_\_\_.

Sincerely,