

Role and Responsibilities of Event Coordinator for Use of SDC Outdoor Property

Who should be an Event Coordinator for outdoor use at the SDC?

- Affiliated with one or more of the sanghas and/or the SDC
- Has acted as a facilitator, contact person, or in some other organizational capacity with respect to the group meeting in the outdoor space
- Has a keycard to enter the building, knows and has used the security system
- Willing to follow all guidelines for use of the outdoors, including mask use and physical distancing, and willing to remind all participants of those requirements for participation
- Willing/able to arrive prior to the event and stay after (see below)
- Knowledgeable and willing to schedule the activity/event
- Physically capable of the responsibilities listed below, able to carry them out without needing any assistance within the building.

What are the role and responsibilities of the Event Coordinator?

- Schedule the event using the SDC online scheduling form, at a minimum three (3) days prior to the event.
- Notify or arrange for notification of participants in the event and ensure that they are aware of the conditions for participation.
- Unlock the south doors (when bathroom access is allowed) as well as the gate.
- When needed, ensure that participants park in every other space (by marking and/or putting cones in spaces to remain empty).
- Where feasible, arrange for pre-registration for the event, collect that information prior to the event.
- Obtain and maintain a sign-in list of participants and their contact information.
- Demonstrate observance of requirements for safe participation, including but not limited to: wearing a mask at all times; keeping an appropriate physical distance from others; arranging or directing the arrangement of chairs and/or cushions at least six feet apart in all directions.
- When needed, retrieve a cart of chairs and/or cushions from the building; when the event has concluded, return the cart to its previous location in the building. When cushions are used, ensure that SDC-provided tarps are used under the cushions.
- Ensure that the Bathroom Protocol is observed (see separate document.)
- Ensure that other aspects of a safe environment are maintained, including but not limited to hand sanitizer at entry/exit points; high touch surfaces wiped at the end of the event; ensuring that participants are aware of safe distancing.
- Maintain contact with the sponsoring sangha and with SDC via the sangha's Board representative or other designee and the SDC Office Manager, Building Manager, or other SDC Board member or designee.