[DATE]

[ORGANIZATION NAME]

[organization address, city, state, zip]

Dear \_\_\_\_\_\_\_\_:

Thank you for leasing facilities from the [CHURCH NAME, City, State], a property of the Presbytery of the Cascades (the “Church”). This past year has been challenging given the ongoing COVID-19 pandemic and resulting restrictions for gatherings. As the state begins re-opening, the Church would like to provide a friendly reminder of your continued obligation to comply with all laws and regulations, including those pertaining to COVID-19 safety precautions in order to best protect your employees and members.

In general, the organization must adhere to the statewide mask, face covering, and face shield guidance. It must also comply with the eating and drinking establishment guidance for the county the facility is located in. Note, for extreme risk counties, there is a prohibition for all on-site consumption of food and drinks unless integral to the religious service. While religious institutions are not required to limit capacity based on the designated risk level, it is advised to do so to limit the spread. Options to consider include live-streaming services and performances to limit the size of in-person gatherings, move singing and musical instrument performances to the outdoors, and increase physical distancing to six (6) feet between individuals. If the organization is not a faith-based institution, it must follow the requirements for community meetings, including size restrictions based on the county risk category, as such risk levels may be reassessed from time to time.

Violations of the terms of the Executive Order and guidance by the Oregon Health Authority or any other state agency may be enforced through civil penalties, up to $500 per day per violation. In addition, knowingly violating the Order can result in criminal penalties and additional fines. *See* Executive Order No. 20-66, ¶ 10. Under Section 9 of your Lease Agreement with the Church, you as Lessee are solely responsible for any such penalties if they are imposed and shall indemnify the Church if those violations are based on your actions. You are solely responsible for staying up to date on, and in compliance with, any guidance and executive Orders issued by the Oregon governor as well as the risk category of your county in addition to any state or federal guidance, all of which may be modified from time to time.

Please be mindful that other tenants share the space with your organization. It takes a collective effort on behalf of the church, your organization and all others to coordinate shared usage of the space while maintaining social distancing protocols and increased sanitization efforts. While we all are eager to resume activities as usual, we greatly appreciate you taking the time to review your organization’s safety protocol and do your part to slow the spread of COVID-19 to best protect our community.

Sincerely,

[CHURCH NAME], Lessor

[Church Address]

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