



ATHLETIC FACILITY ACCESS AND PROCEDURES FOR GROUPS

LOCATION AND PARKING

The La Cité Athletic Facility is located at 801 Aviation Parkway, Building H. [Parking](#) is free on evenings (after 6pm) and weekends but paid otherwise. Parking lots closest to the athletic facility are in the purple and yellow zones, which can be found on the [parking map](#).

ENTRANCE:

To ensure proper entrance into the facility, please enter at the Athletic Facility main entrance located at Building H, to the RIGHT of the college roundabout (Between buildings A and H – see [parking map](#)).

COVID PROTOCOLS:

Mandatory Vaccination Policy for COVID-19

The College's directive on mandatory COVID-19 vaccination, which takes effect on Tuesday, September 7, 2021, is now available on their [website](#). As of this date, any visitor wishing to visit La Cité's campuses (including clients, contractors, volunteers and visitors) will be required to be fully vaccinated (have received, two doses of a Health Canada or World Health Organization approved COVID-19 vaccine) and must be able to show proof of vaccination and a recognized photo ID. Those who are not fully vaccinated will not have access any campuses. We suggest you review [La Cité's mandatory COVID-19 vaccination guideline](#) for full details.

COVID Policies and procedures for groups and renters

The Athletic Facility requires the group or renter to provide their COVID policies and protocols so that both entities can work closely together in preventing and properly assessing and tracking any potential risk.

To ensure proper facility and risk management, all groups and renters must ensure that their entrances and exits are done on schedule and on time, to allow Athletic Facility staff to clean and disinfect in between rental blocks. Patience is appreciated, as no group or renter will be allowed into the rented facility until cleaning and disinfecting is completed.

Groups and renters must provide their COVID-19 protocols by email to mcleme@lacitec.on.ca, dmann@lacitec.on.ca, and csport@lacitec.on.ca, upon confirming rental, or before first rental block.

When accessing and entering **ANY BUILDING** at the college, groups or renters must adhere to the following guidelines:

PRE-ARRIVAL

- For groups which include participants under the age of 12:
 - Provide lists or rosters of all projected members and/or participants under 12 years of age, whose access is required for each particular rental block. Lists and rosters must be emailed to above addresses at least 48 hours prior to rental block and will be shared with Security staff.
 - Group supervisors, coaches or team captains/coordinators are responsible for ensuring that each member or participants has done the proper COVID-19 assessment prior to entering.

UPON ARRIVAL

- Teams or groups must present themselves together, at the entrance of the facility, for proper check-in (minimum 15 minutes prior to rental time to allow for better flow and timely start). Group supervisors, coaches or team captains/coordinators must assist and aid their groups and participants with all access protocols and directions prior to entering facility in preparation for security check-in.
- All individuals 12 years of age and above must fill out the Campus Access – Auto-Evaluation Form. This form can also be found by scanning posters at the entrance of the buildings.
- Group supervisors, coaches or team captains/coordinators will confirm their team/participants' COVID-19 assessments as well as their own to Security or Athletic Facility staff upon entering the facility.

ADDITIONAL INFORMATION:

While using the Athletic Facility, groups and renters must be aware of the following:

- Any group exceeding 75 people at any given time (participants and spectators inclusively) will be charged a mandatory security guard fee to cover the duration of the event or a minimum of 4 hours. This security guard will be exclusive to your event.
- A maximum number of participants for each room in the facility must be adhered to and will be enforced.
- Except for direct participation in physical activity, masks must be worn at all times.
- Hand sanitizing stations can be found at the entrance of the college and the entrance to the Athletic Facility and must be used before entering. Other hand sanitizing stations can be found throughout the facility.
- Water dispensers are available for bottle refills; fountains are not to be used.
- Changerooms and lockers will be available during regular business hours.
- When using individual equipment, mainly in fitness studio and weight room, participants must use disinfectant spray bottles and clean cloths, provided by the Athletic Facility. When finished, bottles and cloths can be returned to "USED" station for staff's cleaning and disinfecting.

Should a group or renter's member or participant feel ill or show signs or symptoms of COVID-19 during their rental block, Athletic Facility staff must be informed, and the group will be asked to leave the facility immediately and take appropriate actions based on Ottawa Public Health and Health Ontario guidelines.

Facility Management Team:

Marc-André Clément - Facility Manager – mcleme@lacitec.on.ca, 613-742-2493 ext. 2645

Dave Mann – Facility Assistant Manager – dmann@lacitec.on.ca, 613-742-2493 ext. 2132

Facility staff – cSPORT@lacitec.on.ca - 613-742-2493 ext. 2063