

Sacramento County COVID-19 Event/Gathering Application

Background

COVID-19, also known as the novel coronavirus, is a respiratory illness that is spread through the air via respiratory droplets from an infected person or by touching contaminated surfaces.

The Sacramento County Public Health Officer, in alignment with the State Health Officer Order, has prohibited indoor gatherings.

Events and Gatherings

A “gathering” is an event, assembly, meeting, or convening that brings together multiple people from separate households in a single space at the same time and in a coordinated fashion—like a conference, festival, fair, party, or performance.

Events such as marriage ceremonies, cultural ceremonies, funerals and worship services have specific guidance that applies to them and can be found at [COVID-19 Industry Guidance for Marriage and Cultural Ceremonies](#).

Indoor gatherings are prohibited at this time. Some outdoor gatherings are allowed as long as the event organizer and those attending strictly comply with all the requirements set forth below to reduce risk and keep everyone who attends as safe as possible.

The criteria for allowing an event includes, but is not limited to:

- The event is located outside.
- The event will not exceed the maximum number of attendees.
- The event is designed for easy social distancing of households (6 ft).
- The event does not encourage or lead to mingling and interaction of people from separate households.
- The location has support facilities (restrooms and handwashing) that can be kept stocked and sanitized.
- Restrooms, where applicable, have signage for the maximum number of people allowed inside at the same time.
- The event does not offer or encourage alcohol consumption.
- The event does not lead to lines or crowding of entrance or exit areas.
- The event lasts for a limited amount of time and doesn’t encourage people to stay longer than the designated time.
- The event does not encourage group to cheer, laugh, or sing.
- The event is arranged to ensure social distancing between any staff and attendees
- If food is served, provisions are put into place to ensure there is no gathering at where the food is served and a common eating area is not provided.

Complete and submit the application prior to holding an event or gathering. Use additional pages as necessary or attach a full plan to the application. The purpose of the application is to ensure the criteria put forth by the Sacramento County Public Health Order have been met and necessary safety precautions have been addressed.

In the unincorporated county: Prior to operating your event, contact the Office of Planning and Environmental Review (PER) to verify if you need either a Temporary Use Permit (TUZ) or COVID-19 Emergency Temporary Use Permit (ETUZ). Average Processing time is two weeks upon receipt of a complete application (ETUZs may take longer).

Visit www.Planning.Saccounty.net for further information, or send an inquiry to SacPlan@saccounty.net

In the incorporated cities: Prior to operating your event, contact the applicable city department for permitting, additional requirements and information.

Questions

Thank you for your efforts in keeping Sacramento residents and visitors safe! If you have questions please call EMD at (916) 875-8440.

Resources

[Sacramento County COVID-19 Information](#)

[California Department of Public Health - Guidance for the Use of Face Coverings](#)

[Centers for Disease Control \(CDC\)](#)

[Sacramento County COVID-19 Guidance for Events and Gatherings](#)

Document was prepared by the Sacramento County [Environmental Management Department](#)

Revision History

9/24/2020: Initial version

9/28/2020: Added section for event time(s), requirement to submit a site map/diagram and section for food preparation/service.

10/9/2020: Added instructions to submit to EMD, phone number and email address on first page of the application. Added provisions for eating areas and restrooms, comment section from reviewer, and included contact information for planning/building.

Revision: 10/9/2020

PHO: 9/29/2020

Sacramento County COVID-19 Event/Gathering Application

Complete the information below and submit for review to the Environmental Management Department (EMD) by email to EMD-EventApplication@saccounty.net.

Attached additional pages where necessary. Questions may be directed to EMD at (916) 875-8440.

Organization Information

Organization Name: _____ Address: _____

Event Coordinator/Contact: _____

Phone: _____ Email Address: _____

Property Owner Name/Contact: _____

Phone: _____ Email Address: _____

Event Gathering and Logistics Information

Event Name: _____

Location: _____

Event Date(s) including set up/tear down: _____

Event Time (hours the event will be operation): _____

Event Type: (e.g. graduation, religious activity): _____

Will this be a recurring event? Yes No *(If Yes, please list all dates and times)*

Approximate Size/Square Footage of Event Area: _____

Anticipated Attendance: _____ Number of Event Personnel: _____

Will the event take place on government property either owned or managed by Sacramento County? Yes No

Description of Event Coordination: Complete the sections below describing how the event will meet requirements per the current Sacramento County Public Health Order (attach additional pages as necessary).

Describe how the event will maintain social distancing of household (minimum 6 feet):

Describe how/where the event will place signs and other visual cues for social distancing, use of face coverings, and staying home if you are sick/have symptoms of COVID-19:

Describe how the event will not exceed the maximum number of attendees: _____

Describe how the event will not encourage or lead to mingling/interaction of people from separate households: _____

Describe the support facilities (restrooms and handwashing) and how these facilities will be stocked and sanitized: _____

Will the event offer or encourage alcohol consumption? _____

Describe how the event will be organized to minimize lines or crowding at entrance or exit areas:

Describe how the event will encourage attendees not to stay longer than the designated time:

Describe how the event will not encourage group cheering, laughing and singing:

Describe how the event will be arranged to ensure social distancing between staff and attendees:

Describe measures taken to train employees not to come into work if they are feeling sick or have any symptoms of COVID-19: _____

Will the event sell or give away food to the attendees? If yes, please describe (ex. Mobile Food Facility, Temporary Food Facility). For additional information please contact EMD.

Map/Diagram

Attach map or diagram of the event. At a minimum, include layout of the event, support facility location(s), placement of signage, and entrance/exit location(s). Additional items may be requested to be added to the map/diagram to further aid in the application review.

Questions

Thank you for your efforts in keeping Sacramento residents and visitors safe! If you have questions please call EMD at (916) 875-8440.

Submit the application to EMD by email to EMD-EventApplication@saccounty.net.

Comments/Questions to Applicant
