Contact Tracing Information Collection

The Permit Holder and/or their Designate is responsible for screening and contact tracing for all individuals associated with their rental including all attendees, spectators, guardians etc. Contact information must be dated and securely retained for reference, for 30 days from each facility booking permit date. A copy of this information may be requested by City of Richmond Hill staff, where it will also be retained by the City for 30 days from the date of the permitted rental.

Rental Permit # or Organization:				**Location:**	
Date:		**Time:**			
Name (please print)	**Phone Number**	**In Attendance**		**Health Screening Pass**	
		Yes	**No**	**Yes**	**No**