



## For User Group Gatherings and Events Conducted at a Township of Langley Facility

The Organizer has entered into a Facility Rental Agreement with the Township of Langley. As part of the agreement for use of a Township facility, the Organizer must agree to collect attendee contact information and attendees (“Facility Users”) must agree to provide such in order to participate.

By [Order of the Provincial Health Officer \(updated August 7, 2020\)](#), Organizers of permitted Gatherings and Events are required to collect the contact information of all persons who attend their event. (4b.) Where the Organizer is not the owner or operator of the place, **the Organizer must provide the owner or operator (Township of Langley) with the first and last names and telephone number, or email address, of the patrons who attend the event.** This list will be retained for thirty (30) days in case there is a need for contact tracing on the part of the medical health officer, in which case the information must be provided to the regional medical health officer.

<b>Event Organizer:</b>
<b>Event/Gathering Date:</b>
<b>Event Time:</b>
<b>Facility Location:</b>
<b>Facility Rental Contract #:</b>

The Organizer is responsible to inform, and receive consent from, all Facility Users attending the event that they must list their full contact information on this Facility User Register, and also consent that their personal information is being collected and provided to the Township of Langley, where it will be retained for a period of thirty (30) days and may be provided to the medical health officer for contact tracing purposes. The information collected will be used for no other purpose.

**Please take a legible picture of this completed form (all pages) and email to [covid-attendance@tol.ca](mailto:covid-attendance@tol.ca) prior to the conclusion of your rental event.**



Township of Langley  
COVID Facility User Attendance Register

Event Organizer: \_\_\_\_\_ Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

For 'Type' below, enter 'P' for participant or 'S' for spectator.

	Type	First and Last Name	Phone Number or Email
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			

--



Township of Langley  
COVID Facility User Attendance Register

Event Organizer: \_\_\_\_\_ Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

For 'Type' below, enter 'P' for participant or 'S' for spectator.

	Type	First and Last Name	Phone Number or Email
24.			
25.			
26.			
27.			
28.			
29.			
30.			
31.			
32.			
33.			
34.			
35.			
36.			
37.			
38.			
39.			
40.			
41.			
42.			
43.			
44.			
45.			
46.			

Initial:
----------



Township of Langley  
COVID Facility User Attendance Register

Event Organizer: \_\_\_\_\_ Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

For 'Type' below, enter 'P' for participant or 'S' for spectator.

	Type	First and Last Name	Phone Number or Email
47.			
48.			
49.			
50.			

### Attendance Tracker

By signing below, I acknowledge that this register lists all Facility Users who have attended the above event, and that all Facility Users listed on this form have been advised as to the purposes for which their personal information is being collected and have consented to the collection of their personal information and its remittance to the Township of Langley.

<b>Signature:</b>
<b>Name:</b>
<b>Date:</b>
<b>Contact Telephone:</b>

**Please take a legible picture of this completed form (all pages) and email to [covid-attendance@tol.ca](mailto:covid-attendance@tol.ca) prior to the conclusion of your rental event.**

### Disclaimer

Any personal information collected on this form will be managed in accordance with the Freedom of Information and Protection of Privacy Act. Direct enquiries, questions, or concerns regarding the collection, use, disclosure, or safeguarding of personal information associated with this form to:

Supervisor, Information, Privacy, and Records Management  
Township of Langley  
20338 – 65 Avenue  
Langley, BC V2Y 3J1  
Email: [foi@tol.ca](mailto:foi@tol.ca) Phone: 604.532.7396