

**Waco Convention Center Reopening Guide**  
**Phase II**  
**May, 2021**



# TABLE OF CONTENTS

Welcome .....	3
GBAC STAR Accreditation.....	3
Dedicated Outdoor Air System .....	3
Phase II Booking Guidelines for Events.....	4
Event Guidelines .....	4
Guidelines for the Future.....	5
Current Room Capacities .....	5
Conclusion.....	5

## **Welcome**

Thank you for selecting the Waco Convention Center for your upcoming event.

The Waco Convention Center staff strives to maintain the highest level of service, safety, and professionalism in the event industry.

## **GBAC STAR Accreditation**

In December, 2020, the Waco Convention Center was awarded the Global Biorisk Advisory Council® (GBAC) STAR™ accreditation, the gold standard for prepared facilities.

Under the guidance of GBAC, a Division of ISSA, the worldwide cleaning industry association, the Waco Convention Center has implemented the most stringent protocols for cleaning, disinfection and infectious disease prevention in its facility.

## **Dedicated Outdoor Air System**

The Waco Convention Center is equipped with a Dedicated Outdoor Air System (DOAS). The DOAS is an HVAC unit that is installed outside and is often used with other HVAC equipment.

DOAS units bring fresh outside air into interior spaces independently from heating or cooling efforts. City of Waco Facilities Department currently manages and maintains all cleaning/maintenance of the Waco Convention Center HVAC.

## Phase II Booking Guidelines for Events

**The Waco Convention Center is booking events at 100% capacity as of May 24, 2021.**

Since beginning to re-open City facilities in late March 2021, COVID-19 statistics have continued to improve locally. Currently, an estimated 32% of McLennan County residents are fully vaccinated, including more than 70% of residents over the age of 65. The 7-day incidence rate of COVID-19 is 6.57 cases per 100,000 persons, which is a decrease of 95% from the peak incidence rate seen locally earlier in the pandemic.

Masks are not required to be worn by the public inside the Waco Convention Center, or outside on City property, per Gov. Greg Abbott's Executive Order GA-36.

Masks are not required to be worn by City employees, either indoors or outdoors, per Executive Order GA-36. Employees will continue practicing good hygiene, physical distancing, and other safety precautions.

### Event Guidelines Prior to August 1, 2021

- Room layouts will be drawn showing the rooms with suggestions for maintaining healthy traffic flow. The proposal will be reviewed by internal staff and the Interim Director prior to issuing an event contract to the client.
- We are currently using 72" **linen-less** tables in order to be able to disinfect surfaces.
- Entrance/exits and traffic flow will be planned to maximize social distancing.
- Trade show layout should maintain a smooth flow of traffic without "dead ends."
- Maximum of 8 people per table.
- In-house bar services are available from the Waco Convention Center catering department. Currently, the in-house catering department is not offering food & beverage services.

### Event Guidelines After August 1, 2021

- Ten per table are allowed at the 72" rounds.
- Dances may be booked.
- Buffet service is allowed.

## Guidelines for the Future

Capacity booking levels are based on McLennan County’s hospitalization rates and COVID-19 transmission rates. If hospitalization rates rise and COVID-19 transmissions increase to levels deemed unsafe by the McLennan County Health Authority, the City of Waco may close the Waco Convention Center; or decrease to lower capacity levels, until COVID-19 cases stabilize.

## Current Room Capacities

Room Name	Theater	Banquet	Classroom
Chisholm	2,600	1,472	1,200
McLennan	1,200	680	500
Brazos	1,170	624	500
Bosque	191	N/A	N/A
Texas North	306	200	176
Texas South	304	208	176
Ranger Room	250	160	140
Lone Star 103	100	64	52
Lone Star 104	90	64	40
Lone Star 105	44	32	36
Waco Room	N/A	N/A	28

## Conclusion

Thank you for working with us in our dedication to your health and safety – and ours.

As always, our staff will work to ensure all aspects of state and local Executive Orders are upheld.