

Conditions of Hire during COVID-19

These conditions are supplemental to, not a replacement for, the Community Centre's ordinary conditions of hire.

CH 1:

You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the Centre, as displayed in the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues.

CH 2:

You must make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.

CH 3:

Please keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

The extractor fans should be switched on and adjusted using only the top and bottom controls. Please do not adjust the middle control.

CH 4:

The maximum number of people allowed in either the Upper or Lower Room is 20. For some events this number cannot be accommodated and it is your responsibility to restrict numbers allowed to attend in order that social distancing can be maintained.

CH 5:

You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

CH 6:

You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or groups of up to two households or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face to face, and good ventilation. If tables are being used, you will place them so as to maintain a distance of at least 2 metres across the table between people who are face to face e.g. using a wide U shape.

CH 7:

It is important that any equipment or mats that you use and which are stored in the Centre are cleaned prior to use and again when they are packed away. Please ask those attending to bring their own equipment and not share it with other members.

CH 8:

You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire **before** other members of your group or organisation arrive, throughout your hire and on leaving. Please pay particular attention to the wash hand basins. You may use your own cleaning products or the disinfectant wipes supplied. Remember to wipe over the key boxes and buttons you used to gain entry. Please take care cleaning electrical equipment. Use cloths - do not spray!

CH 9:

You will be responsible for taking away, and the disposal of, all rubbish created during your hire, including tissues, cleaning cloths and items deposited in the bin at the entrance to the Centre. Rubbish bags are provided.

CH 10:

The kitchen is closed until further notice. Users should bring their own drinks and food.

CH 11:

We will have the right to close the Centre if there are safety concerns relating to COVID-19, for example, if someone who has attended the Centre develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

CH 12:

You are asked to keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and Trace if required.

CH 13:

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the Centre you should remove them to a safe area. There is a Covid 19 First Aid box in the entrance hall. Ask others in your group to provide contact details if you do not already have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the Centre Manager on 01772 494764.

CH 14:

A copy of the Church Buildings Risk Assessment is available from the Centre Manager Email: stnicholaschurch900@gmail.com