

## **Special Conditions of Hire during COVID-19 - JULY 2021**

**Note: These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire. (see also Marshfield community centre's conditions of hire.)**

### **1. Introduction**

#### **SC1.1:**

You, the hirer, will be responsible for ensuring those attending your activity or event Help keep this hall Covid-19 safe. while entering and occupying the hall.

#### **SC1.2:**

All use of centre premises and facilities is subject to you accepting responsibility for the safety of your attendees and the security of the centre.

#### **SC1.3:**

These special conditions of hire will apply at all times, including entering, occupying and leaving the centre.

#### **SC1.4:**

These special conditions of hire will be kept under constant review and will be amended and reissued as necessary.

#### **SC1.5:**

These special conditions must be read, understood and signed before use of the hall can take place.

#### **SC1.6:**

These special conditions run alongside the conditions of hire for the hall and do not replace them. You must therefore adhere to both.

### **2. Key Documentation**

#### **SC2.1:**

You may wish to show us your own Covid risk assessment, if you so wish to complete one, but it is not compulsory. Please ensure you have read, acted and understood ours before the use of the hall.

**SC2.2:**

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.

**SC2.3:**

You and those attending your activity should use the NHS QR code which is on the poster in the centre.

**SC2.4:**

You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.

**Entry/exit****SC2.5:**

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 and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. You will be required to clean again on leaving.

Please take care of cleaning electrical equipment. Use cloths - do not spray!

**SC2.6:**

It is still advisable to consider pinch points and recommended to allow a one way system for this. For example the toilet corridor. It is recommended that people are to enter the toilets via the large hall and leave through the door into the foyer.

**SC2.6:**

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths taking all rubbish away with you when you leave the hall.

**3. Activity/event**

SC 3.1: You will be considerate of how many people you would like to attend your

event and consider social distancing when managing your bookings. You should act carefully and proportionally to manage risk when you consider how many people you would like to attend your event.

**SC3.2:**

You will take particular care to ensure that social distancing is maintained for any persons 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 compromising social distancing.

**Facilities**

**SC3.3:**

The centre will be cleaned by the centre's own cleaner but you will be responsible for cleaning all surfaces likely to be used during the period of your hire, both before and after your activity and event.

**SC3.4:**

All toilets will be open for use. Please maintain social distancing and hand cleaning guidelines displayed throughout the centre.

**4. Ventilation**

**SC4.1:**

You will keep the centre well ventilated as much as necessary for the use of your hire and you are able to open doors and windows. Please be mindful of how many people you are allowing to attend, and if needed, to ventilate effectively the more people you have.

**SC4.2:**

You will be responsible for ensuring the doors and windows are all securely closed on leaving.

**SC4.3:**

Fire doors must remain closed.

**SC4.4:**

You will encourage all those attending your activity to wear a face covering when using confined areas such as toilets and corridors, for the safety of others.

## 6. Closure/cancellation

### SC6.1:

We will have the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall 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.

### SC6.2:

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the designated safe area which is the Isolation area , it is now in the room known as 'Bob's cupboard', this is off the corridor entered via the lobby. 2nd door on the right. It has a nameplate on the door saying 'Bob's cupboard.', to the right as you come in and is sign posted ISOLATION AREA.

### SC6.3:

tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ask others in your group to provide contact details if you do not 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 hall on 07513106206 for Dawn, 07776032770 for Bory or 07877026001 for Kathryn

**Please read and sign to confirm you understand and comply with the above conditions before you use the hall.**

I understand the special conditions laid out within this document and agree to abide by the terms

signed.....

name.....

date.....