

**St. Margaret's Church & Community Hall
SPECIAL TERMS AND CONDITIONS OF HIRE DURING COVID-19**

Important Note :- These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire.

SC1

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 hall, as shown on the attached poster which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues.

SC2

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

SC3

The hall will be cleaned before you arrive and you will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, wash hand basins, door handles) using either the products supplied or your own ordinary domestic products. Please take care if cleaning any electrical equipment – do not spray!

SC4

You will 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. If they develop symptoms within 7 days of visiting the premises they **MUST** ask for a COVID-19 test, so that the Test, Track and Trace system can then if necessary alert others with whom they have been in contact.

SC5

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

SC6

You will ensure that **no more than 30 people** are present in the hall at any one time. You will ensure that face coverings are worn inside the building although certain exceptions apply, such as those who are under 11 years old and those who are exercising. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, while using the premises and observes the one-way system within the premises. You will make sure that **no more than one person** uses each suite of toilets at any one time.

SC7

You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be more clinically 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, kitchen 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.

SC8

You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, with at least one empty chair between each person, rather than face to face. 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.

SC9

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided before you leave the hall.

SC10

No food shall be shared on the premises. No crockery or cutlery from the kitchen shall be used. Any drinks should be consumed from disposable cups, which should afterwards be placed in one of the bins provided.

SC11

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 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 any unfulfilled booking.

SC12

In the event of someone becoming unwell with suspected COVID-19 symptoms while at the hall you should ask them in the first instance to go to the designated safe area, which is the committee room, until such time that transport home or to hospital is available. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for hand washing. Ask others in your group to provide contact details if you do not yet 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 booking officer of this incident (tel. 01978 312805).

SC13

You will ensure that any equipment you provide for your group is cleaned after use and taken away at the end of your session. No equipment will be stored at the hall without prior agreement with the booking officer.

SC14

You will keep a record of the names and contact telephone numbers of the members of your group attending each session. For any children attending, the contact details should be those of the parent or guardian. You should retain this information for a period of 21 days after each session. You should give a copy of all contact details to the booking officer immediately after your event, for inclusion in a central register for the hall.

SC15

Persons waiting to collect adults using the hall should adhere to social distancing at the front of the building or (preferably) remain in the vehicle.

HELP KEEP THIS HALL COVID-19 SECURE

1. You **must not enter** if you or anyone in your household has COVID-19 symptoms.
2. **If you develop COVID-19 symptoms within 7 days** of visiting these premises alert Test, Track and Trace. Also, please inform the organiser of the activity you attended and the hall's booking officer (tel. 01978 312805).
3. **Maintain 2 metres social distancing as far as possible.** Wait behind the marked lines as you go through the entrance hall to your activity. Observe the one-way system and leave through the marked exit only.
4. **Use the hand sanitiser provided** on entering the premises. Clean your hands often. Soap and paper towels are provided.
5. **Avoid touching your face, nose or eyes.** Clean your hands if you do.
6. **"Catch it, Bin it, Kill it"**. Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.
7. **Check that the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived.** Keep them clean. We will do our best to clean all surfaces at the hall between each hire.
8. **Take turns to use confined spaces such as corridors, kitchen and toilet areas.** Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.
9. **Keep the hall well ventilated when occupied. Close doors and windows on leaving.**