

SHENSTONE VILLAGE HALL

Special Terms and Conditions of Hire during COVID-19

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

SC1	<p><u>Secure Guidelines</u> 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 poster which is displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues.</p>
SC2	<p><u>Risk Assessment</u> You will be required to carry out your own risk assessment, a sample copy for guidance is attached. In addition, you undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.</p>
SC3	<p><u>Cleaning Before and After Session</u> You will be responsible for cleaning all surfaces likely to be used during your period of hire before other members of your group or organisation arrive, e.g. door handles, light switches, window catches, equipment, toilet handles and seats, wash basins, 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 the products supplied or your own ordinary domestic products. You will be required to clean again on leaving. Please take care cleaning electrical equipment. Use cloths – do not spray!</p>
SC4	<p><u>Track and Trace</u> 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.</p> <p>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, 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.</p> <p><u>In this event immediately inform the Booking Secretary on 01543 481504</u></p>
SC5	<p><u>Ventilation</u> 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 they are all securely closed on leaving. Curtains to remain open at all times.</p>
SC6	<p><u>Equipment</u> Where a sport, exercise or performing arts activity takes place: You will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity. You will ask those attending to bring their own equipment and not share it with other members. You will ensure that any equipment you provide is cleaned before use.</p>

SC7	<u>Social Distancing</u> You will ensure that the number of people attending your activity/event is at a level that social distancing can be maintained. You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, while within the premises, and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible. You will make sure that no more than two people use each suite of toilets at one time.
SC8	<u>Social Distancing Awareness of those more Vulnerable</u> 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, kitchen or other confined areas without others being present.
SC9	<u>Social Distancing Seating and Table Arrangement</u> 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 in order to maintain social distancing across the table between people from different household groups who are face-to-face e.g. using a wide U-shape.
SC10	<u>Disposal of Rubbish</u> You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, using the rubbish bags provided which should be sealed and placed in the blue skip (located in the car park) when you leave the hall.
SC11	<u>Use of Kitchen</u> The kitchen will not be available and should not be entered. You will encourage users to bring their own drinks and food.
SC12	<u>Closure of Village Hall</u> 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 instructed 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.
SC13	<u>Isolation Area</u> 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 disabled toilet until they are able to leave the premises. 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. <u>Immediately inform the Booking Secretary on 01543 481504.</u>
SC14	<u>Face Coverings</u> Community Centres are now included in the Government list of places where face coverings should be worn unless an exemption or reasonable excuse applies. This does not apply to people taking part in fitness activities. E.g. Badminton, Dancing and Yoga. <u>All other social distancing rules still apply.</u>