

## Special Conditions of Hire during COVID-19



**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 risk assessment which you have carried out, a copy of which, you have given to the Hall Bookings Secretary.

**SC3:**

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 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!

**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, 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.

**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 they are all securely closed on leaving.

**SC6:**

You will ensure that **no more than 20 people** attend your activity/event, in order that social distancing can be maintained. Everyone must wear a face covering whilst inside the building (with the exception of a speaker at the front). You will ensure that everyone attending maintains 2m social distancing at all times, including while waiting to enter the premises and observes the one-way system within the entrance hallway, being especially careful when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible.

**SC7:**

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 and good ventilation. If tables are being used, you will place them so as 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.

**SC8:**

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.

**SC9:**

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.

**SC10:**

You will encourage users to bring their own drinks and food and thus avoid use of the kitchen as far as possible.

**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 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.

**SC12:**

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should provide 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 Bookings Secretary on 07973770180

**SC14:**

In order to avoid risk of aerosol or droplet transmission you must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

**SC15:**

You will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity.

You will avoid using equipment, which is difficult to clean, as far as possible. You will ensure that any equipment provided in the hall (tables chairs etc) are cleaned before use and before being stored away after use in the hall's cupboards.

**Disclaimer: Whilst St James' Church will endeavour to ensure that our Church Hall is regularly cleaned it is the responsibility of each hirer to clean before and after using the hall.**

I agree to adhere to the terms of this supplementary hire agreement

Signed:

Date: