

Special Conditions of Hire during COVID-19 for St John's Memorial Hall

(These conditions are supplemental to, not a replacement for, the hall's ordinary Terms and Conditions of hire).

You, the hirer, will be responsible for ensuring everyone attending your activity /event comply with the current COVID-19 Secure Guidelines while entering and occupying the hall, in particular using the hand sanitiser supplied when entering the hall and after using tissues. Where appropriate, you should complete a Covid-19 Risk Assessment which considers the particular activities taking place during your hire. Hirers must consider the need to protect individuals, who will use the Hall during the hire. A cautious approach is encouraged, particularly where users are more vulnerable. In particular, you should consider:

- Ventilation
- Considering social distancing
- Hand washing
- Use of hand sanitiser

You, the hirer are accountable for your own operation whilst using the hall and the safety of members of your group.

1. You undertake to comply with the actions identified in the hall's Covid risk assessment, of which you will find at www.stjohnsmemorialhall.co.uk
2. You will be responsible for cleaning door handles, automatic door openings, light switches, furniture (including tables and chairs), equipment, toilet handles, taps and all surfaces likely to be used during your period of hire before members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, using either the products supplied in the hall cleaning station or your own ordinary domestic products. You will be required to clean again on leaving. You will need to document that this has been completed on the chart situated in the hall (please bring your own pen to complete this).

Please take care when cleaning electrical equipment. Use cloths – for safety reasons do not spray!

3. You will make sure that everyone likely to attend your activity understands that they **MUST NOT DO SO** if they or anyone in their household is unwell or have had COVID-19 symptoms in the last 48 hours, and that if they develop symptoms within 10 days of visiting the premises they **MUST** seek a COVID-19 antigen test
4. In order that social distancing can be maintained you will ensure that no more than 100 people attend your activity/event. Following your risk assessment and dependent on the activity you are undertaking you may decide to reduce this still further to ensure social distancing. You will encourage social distancing between individuals or groups is maintained by everyone attending as far as possible. and observe social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing corridor and toilets) You will make sure that no more than 2 persons uses each suite of toilets at one time. Users of the hall must comply with correct points of entry and exit from the halls depending on which hall is being used as advised by bookings officer.
5. You will keep the premises well ventilated throughout your hire and we advise that you open doors (except the alarmed fire doors) as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

6. You will ensure social distancing of 2m between individuals or groups is maintained by everyone attending as far as possible, including while waiting to enter the premises,
7. 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
8. You will position furniture or the arrangement of the room as far as possible to facilitate social distancing 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, face coverings and good ventilation. If tables are being used, you are advised to 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
9. You are requested to keep a record of the date and time of the activity started and the name and contact telephone number or email of all those who attend your event (or at least one member of any group of up to 6 people or 2 households who attend together) This can be done by either operating an advance booking system which collects these details, or by asking everyone who attends to use the NHS QR poster at the hall entrances to register their attendance and by keeping a record of any who do not wish to register using their smartphone app and the halls NHS QR poster or your own NHS QR poster.
10. You will be responsible for the disposal of all **cleaning** rubbish created during your hire (including tissues and cleaning cloths), in the rubbish bin provided in the hall under the cleaning station before you leave the hall. All other general rubbish created during your activity should be taken away with you when you leave.
11. Users are encouraged users to bring their own drinks and food where possible.
12. 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. The Association shall not be liable for any consequential losses or damages whatsoever resulting from closure, be they direct or indirect
13. In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove the person from the hall immediately. Provide tissues, and a bowl of warm soapy water for handwashing and a separate bin or plastic bag for any rubbish which must be stored in a secure place for 72 hours. 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 manager or Trustees immediately using the emergency contact numbers on noticeboard in corridor.

14. 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.

15. Where a sports, 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. Where a group uses their own equipment, you will ask those attending to bring their own equipment and not share it with other members or you will avoid using equipment, which is difficult to clean, as far as possible. You will ensure that any equipment you provide is cleaned before use and before being stored in the hall's cupboards.

16. You will encourage all those attending your activity to wear a face covering in confined spaces (corridors, toilets and storage rooms) unless an exemption or other government guidance applies to the activity. A face covering is not required when people are eating or drinking but they should be seated.

Signed by the Hirer

Signature		NAME (CAPITALS)	
NAME OF GROUP		DATE	