



## Special Conditions of Hire during COVID-19

**Note: These conditions are supplemental to, not a replacement for, St Mary's Church Hall ordinary terms and 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. You are also requested to complete your own risk assessment to ensure your event is safely managed and compliant with Covid 19 Secure Guidelines

### **SC3 :**

You undertake to comply with the latest government guidance and ensure that your attendees do likewise. Part of this requires you to keep a register of those attending for 21 days after the event.

### **SC4:**

In line with government guidelines you are expected to wear a face covering before entering the Church Hall and must keep it on until you leave unless there is a reasonable excuse for removing it eg undertaking exercise or an activity and it would negatively impact your ability to do so

### **SC5:**

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 and after your booking** 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.

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

### **SC6:**

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 **NHS Test, Track and Trace system** to alert others with whom they have been in contact.

**SC7:**

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.

**SC8:**

In order that social distancing can be maintained you will ensure capacity limits as follows. No more than:

- 25 people in the Large Hall
  
- 10 people in the Small Hall

You will ensure that everyone attending maintains social distancing while waiting to enter the premises, and as far as possible when using more confined areas e.g. moving and stowing equipment, or setting up tables and chairs which should be kept as brief as possible. You will make sure that no more than one person uses each suite of toilets at one time.

**SC9:**

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 the required 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.

**SC10:**

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 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.

**SC11:**

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. (People are not obliged to provide details)

**SC12:**

You will be responsible for the disposal of all rubbish created during your hire, including anti-bac wipes, tissues and cleaning cloths, in the rubbish bags provided at the Sanitiser stations before you leave the hall. You will be responsible for putting the tied rubbish in the outside refuse bin (green top bin), any recycling in the blue top bin.

**SC13:**

Regarding refreshments - You will encourage users to bring their own drinks and food. Kitchen facilities are not generally available at present. You will need to discuss with the Parish Administrator if you wish to use Kitchen facilities. If you are using our kitchen facilities you will ensure that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths.

**SC14:**

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 the Hall needs to be closed for 72 hours or if 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.

**SC15:**

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should assist them to return home (or to some other safe place) as quickly as possible. 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 Parish Administrator on [admin@stmarysstokedabernon.org.uk](mailto:admin@stmarysstokedabernon.org.uk) or 01932 866005.

**SC16:**

If St Mary's Church Hall incurs additional costs as a result of non compliance by you, the Hirer, or any of your attendees, we reserve the right to pass on any costs incurred. These will be notified to you.

**SC17:** 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.

**SC18:**

Other special points as appropriate.



E.g. 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 ensure that any equipment stored at the Hall is cleaned before use and before being stored in the hall's cupboards.