

Allhallows Community Centre. Special COVID-19 Conditions of Hire

These Conditions follow the guidance set out by the government as of 19 July 2021

Please Note: These conditions are supplemental to, not a replacement for, Allhallows Community Centre's ordinary Conditions of Hire, which you will be provided with these Special Conditions

Group/Hirer _____

<i>Representative: PLEASE PRINT CLEARLY</i>	
NAME	
ADDRESS	
CONTACT DETAILS	
<input type="checkbox"/>	MOBILE
<input type="checkbox"/>	HOME PHONE
<input type="checkbox"/>	EMAIL
<i>Named member(s) of the group who take on the responsibility for the group to observe these COVID- 19 Conditions of Hire, complete if different from the person named above PLEASE PRINT CLEARLY</i>	
1	
2	
3	

I have received the Special COVID-19 and General Conditions of Hire from Allhallows Community Centre

Signed by representative named above:

NAME _____ DATE _____

Allhallows Community Centre uses personal data for the purposes of managing bookings, finances, and as required under these special conditions. Personal data will not be passed to a third party

Please tick the box and sign to indicate that you agree to us holding your data for booking purposes

Please complete your information, sign and return

*Please return this form a minimum of one week before you wish to use the Centre
Please Keep the Special Covid-19 Conditions of Hire for reference*

Special COVID-19 Conditions of Hire. Allhallows Community Centre
It is very important that all members of a group are made familiar with these Conditions

SC1:

You, the hirer, will be responsible for ensuring those attending your activity/event comply with the **COVID-19 Secure Guidelines** (listed at the end of these Special Conditions). These Guidelines are also available on the noticeboard in the foyer. IN PARTICULAR please request all users to use the hand sanitiser supplied when entering the hall and wear face coverings as appropriate

SC2:

You undertake to comply with the actions identified in Allhallows Community Centre's COVID-19 risk assessment. A copy is available on the notice board in the Foyer

SC3:

You will be responsible for cleaning all used/touched surfaces at the start and at the end of your hire (tables, door handles, light switches, chairs, toilet handles and seats, wash basins etc) using the products supplied by the Centre, there is a supply in each room.

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

SC4:

It is advised a full list of those in your group or attending your event is maintained together with contact details. This information must be kept for three weeks after the hire date and provided to NHS Test and Trace if required.

You will make sure that everyone likely to attend your activity or event understands that they MUST NOT DO SO if they have had COVID-19 symptoms in the last 7 days.

If anyone develops symptoms whilst in the Community Centre, a representative of the Community Centre Management Committee must be notified, by phoning or messaging 07837 408690 (this number is for this purpose only), so a full clean may be done before other hirers use the Hall. |

NHS Test and Trace: how it works: full information on <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

SC5:

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

SC6:

You are advised to monitor and manage the number of people in any area at any one time, ensuring that social distancing can be maintained by those who wish to do so.

Please follow guidance within the Community centre regarding numbers in the kitchen, hallways and toilets.

SC7:

It is requested that you 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.

SC8:

You are responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths. The bin liner in the rubbish bin in each room(s) used should be tied up and put into the black general rubbish bin to the left just outside the exit door in the main hall. A new bag must be put in the bin ready for the next user(s), this includes toilets, kitchen and at the entrance. All bins must be empty ready for the next users.

Commented [GE1]:

SC9:

The Community Centre Management Committee, 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 these 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.

SC10:

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the Hall you should move them to the designated safe area which is the Foyer until they are able to go home, no one else must enter the Foyer. In the case of this happening anyone in the Tea Room must exit via the emergency exit from the Tea Room. The COVID-19 first aid box is located by the hatch in the Foyer, it contains all relevant instructions and provisions. Ask others in your group to leave the premises, using the alternative exit if in the Tea Room, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. No one must enter the Foyer.

Inform a member of the Management Committee by phoning or messaging 07837 408690 (this number is for this purpose only)

SC11:

Maximum numbers permitted in each room will be dependant on the nature of the reason for hire/event and will be informed at the time of booking. The Management Committee maintain the right to change maximum numbers in line with changes in future guidance and to maintain safety of all users.

August 2021

COVID-19 SECURE GUIDELINES. Pertaining to Allhallows Community Centre

PLEASE CHECK YOU HAVE DONE THE FOLLOWING

At the Start of the hire:

Ensure everyone attending is aware of the following

1. NO-ONE must enter if they have had COVID-19 symptoms, within the last 10 days.
2. If you develop COVID-19 symptoms within 7 days of visiting these premises alert NHS Test and Trace. Alert a member of the Management Committee on 07837 408690 (this number is for this purpose only) and the organiser of the activity you attended.
3. Respect social distancing as far as possible in all areas of the building.
4. Use the hand sanitiser provided on entering the premises. Clean your hands often.
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. Keep surfaces clean: door handles, tables, other equipment, metal handles on chairs, light switches
8. Take turns to use confined spaces. corridors (2 people at once), toilets (1 person at a time in each), Kitchen (1 person at a time). 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 rooms well ventilated. Close doors and windows on leaving.

Before you leave:

1. All surfaces that have or may have been, touched in each room are sanitised, using cleaning materials provided, this includes, kitchen and toilets.
2. All Tables and chairs used have are sanitised and placed in appropriate place.
3. Floors swept.
4. Bin bags in all waste bins that have been used are removed, tied up and placed in the black bin to the left the exit from the Main Hall (Fire door with the ramp) and a new bin bag placed in the bin ready for the next users.
5. All lights are electrical switches have been switched off.
6. All windows and doors have been closed, the last person to leave must make sure the Fire exit door used as an exit route has been closed before leaving via the front door (only one person to leave this way if leaving from the Main Hall)

THANK YOU