



Hale Community Centre

130 Upper Hale Road, Farnham, Surrey, GU9 0JH

01252 722362

halecommunitycentre@gmail.com

www.halecommunitycentre.org.uk

Special Conditions of Hire during COVID-19 In addition to our normal Terms & Conditions

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 Community Centre, as shown on the attached poster which is also displayed at the entrance to the centre, in particular using the hand sanitiser supplied when entering the building and after using tissues.

SC2: You undertake to comply with the actions identified in the Community Centre's risk assessment, of which you have been provided with a copy.

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 either the products supplied (which will be in a clearly accessible location) 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!

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 the capacity of the room specified by the Community Centre attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible when using more confined areas e.g. moving and stowing equipment, which should be kept as brief as possible. Each toilet can only be used by 1 person at any time.

SC7: 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. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

Hale Community Centre

A company limited by guarantee registered in

England and Wales with Company number: 06872992 and Charity number: 1132822

Registered Office: Upper Hale Farnham Surrey GU9 0JH

COVID 19 Special Conditions of Hire – AUG 2020 V3

SC8: 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 a distance of at least 2 metres across the table between people who are face to face e.g. using a wide Ushape



SC9: 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.

SC10: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided [these can be found on the white shelving unit in the entrance hall] before you leave the centre.

SC11: You will encourage users to bring their own drinks and food, but if drinks or food are made in the kitchen at the Community Centre, you need to ensure that all crockery and cutlery is placed into the dishwasher. 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.

SC12: We will have the right to close the Community Centre if there are safety concerns relating to COVID-19, for example, if someone who has attended the centre 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.

Hale Community Centre

A company limited by guarantee registered in
England and Wales with Company number: 06872992 and Charity number: 1132822
Registered Office: Upper Hale Farnham Surrey GU9 0JH
COVID 19 Special Conditions of Hire – AUG 2020 V3

SC13: In the event of someone becoming unwell with suspected Covid-19 symptoms while at the centre you should remove them to the designated safe area which is the Consulting Room. 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 Centre Manager on mobile 07471 180958.

SC14 For events with more than 30 people you will take additional steps to ensure the safety of the public in relation to COVID-19 and prevent large gatherings or mass events from taking place, for example by operating a booking system or providing attendants or stewards who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets in the interval row by row.

SC15: 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.

SC16: Other special points as appropriate. E.g. Where a group uses their own equipment: 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 centres cupboards. E.g. 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]

SC17: It is your responsibility to ensure that a face covering is worn by all those attending your group, the face covering needs to be put on before entering the centre and only removed once the individual leaves the centre. For those wishing to dispose of their face covering then please ensure these are placed in the bin just outside the main entrance of the centre.

Name of Group:

Name:

Signature:

Date:

Hale Community Centre

A company limited by guarantee registered in

England and Wales with Company number: 06872992 and Charity number: 1132822

Registered Office: Upper Hale Farnham Surrey GU9 0JH

COVID 19 Special Conditions of Hire – AUG 2020 V3



Hale Community Centre

HELP KEEP THIS HALL COVID-19 SECURE

- 1. You must not enter if you or anyone in your household has COVID-19 symptoms.**
- 2. If you develop COVID-19 symptoms within 7 days** of visiting these premises alert Test, Track and Trace. Alert the Centre Manager Cathy Burroughs on 07471 180958 and alert the organiser of the activity you attended.
- 3. Maintain 2 metres social distancing as far as possible:** Wait behind the marked lines as you go through the entrance hall to your activity and observe the one-way system marked.
- 4. Use the hand sanitiser provided** on entering the premises. Clean your hands often. Soap and paper towels are provided.
- 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 bins provided. Then wash your hands.
- 7. Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived.** Keep them clean. We do our best to clean all surfaces at the hall between each hire.
- 8. Take turns to use confined spaces such as corridors, kitchen and toilet areas.** 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 the centre well ventilated. Close doors and windows on leaving.**
- 10. Wash your clothes when you get home** to reduce risk of transmission.
- 11. Ensure a face covering is worn on entering the premises.** This can only be removed on leaving. Unless you taking part in an exercise class.

Hale Community Centre

A company limited by guarantee registered in

England and Wales with Company number: 06872992 and Charity number: 1132822

Registered Office: Upper Hale Farnham Surrey GU9 0JH

COVID 19 Special Conditions of Hire – AUG 2020 V3