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

While the Government has signalled the ending of COVID restrictions from the 24th February you are asked to observe the following requirement in order that more vulnerable people feel safe using this Community Centre

SC1: You, the hirer, will be responsible for encouraging those attending your activity or event to comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the attached poster (also displayed in the centre reception), in particular using hand sanitiser supplied.

SC2: You undertake to comply with the actions identified in the hall's risk assessment, of which you will be provided with a copy

SC3: You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they are unwell or anyone in their household has had COVID-19 symptoms in the last 48 hours, or if still in their self-isolation period following a positive test. If they develop symptoms within 5 days of visiting the premises, they should be encouraged to carry out a COVID-19 test and notify NHS test and trace if the result is positive

SC4: You will be responsible for regular cleaning of frequently used surfaces during your hire, paying particular attention to equipment such as tables, wash hand basins and kitchen sinks, using either the products supplied or ordinary domestic products. Please clean surfaces used before leaving.

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

SC5: You will keep the premises well ventilated during your hire. You will be responsible for ensuring doors and windows are all securely closed on leaving.

SC6: You will encourage social distancing between people who do not have regular contact with each other as far as possible. We advise that no more than 50 people attend your activity/event in the Main Hall and 15 in the Training Room, in order that social distancing can be maintained.

SC7: You will encourage mitigation measures such as face coverings if your event is likely to be busy or crowded and when using confined areas such as toilets, the kitchen and corridors, for the safety of others.

Hale Community Centre

A company limited by guarantee registered in
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Registered Office: Upper Hale Farnham Surrey GU9 0JH

COVID 19 Special Conditions of Hire – February 2022 V10

SC8: You will take particular care to ensure that social distancing (or mitigation such as face coverings) is maintained with any persons likely to be more vulnerable to COVID-19, including for example ensuring they can access the toilets or other confined areas without compromising social distancing

SC9: You will arrange the room as far as possible to facilitate social distancing, for example: Seating side by side rather than face-to-face, at least one empty chair between each person or household group. If tables are being used by people from different households a wide U-shape is advisable.



SC10: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths. All rubbish should be taken away with you when you leave the Community Centre.

SC11: Food or drink should if possible be consumed while seated.

SC12: We will have the right to close the Community Centre if there are safety concerns relating to COVID-19, for example, if someone attending the hall develops symptoms and cleansing is required, if it is reported these Special Hiring Conditions are not being complied with or in the event that public buildings are required or advised to close again. If that is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

SC13: For events which are likely to be busier or crowded you will take additional steps for COVID security. For example, operating a booking or queuing system, providing attendants or stewards who seat people, inviting people to use toilets in the interval row by row.

SC14: In order to avoid risk of aerosol or droplet transmission please avoid people needing to shout or raise their voices to each other, e.g. refrain from playing loud music at a volume which makes normal conversation difficult.

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SC15: If someone becomes unwell with suspected Covid-19 symptoms, arrange for them to go home or move 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. Make sure you have contact details for others in your group and then ask them to leave the premises. Advise them to launder their clothes when they arrive home. Inform the Centre Manager on mobile 07471 180958

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 centre's cupboards. 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]

Name of Group:

Name:

Signature:

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COVID 19 Special Conditions of Hire –December 2021 V9



PLEASE HELP KEEP VULNERABLE USERS of THIS Community Centre SAFE from COVID

- 1. Please do not enter if you or anyone in your household is unwell or has COVID-19 symptoms or have tested positive and their recommended self -isolation is not complete.**
- 2. Maintain social distancing as far as possible from anyone you do not have regular contact with. Respect those who may be cautious.**
- 3. Use hand sanitiser or soap.** Clean your hands often. Keep surfaces clean.
- 4. Please wear face coverings in confined areas** (e.g. toilets, corridors) **and at a busy or crowded event.**
- 5. "Catch it, Bin it, Kill it."** Avoid touching your face, nose, or eyes. Put tissues into one of the bins or rubbish bags provided, then wash your hands.
- 6. Open windows for ventilation. Close doors and windows on leaving.**
- 7. If you develop COVID-19 symptoms within 48 hours of** visiting these premises, please take a COVID-19 test and inform NHS if positive.

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