

EAST MALLING INSTITUTE HALL

Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to, not a replacement for, the Hall's ordinary 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 various locations in the Hall including the entrance lobby, in particular using the hand sanitiser supplied when entering the Hall and after using tissues.

SC2

The Hall will be cleaned once per day either after the last period of hire in the evening or before the first hire in the morning. The Hall will not be cleaned during the day between periods of hire. You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basin 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 sinks (if used), using your own ordinary domestic products. You will be required to clean again on leaving. You will be provided with additional time at the beginning and end of your hire period at no charge in which to carry out these tasks. Please take care cleaning electrical equipment. Use cloths – do not spray!

SC3

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.

SC4

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.

SC5

You will ensure that no more than 25 people attend your activity/event, in order that social distancing at 2 metres can be maintained but if your own Risk Assessment suggests increased social distancing, based on the profile of your user group, it is for you to make the necessary adjustments. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, observes any 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. You will make sure that no more than one person uses each suite of toilets at one time. You will make sure that any ongoing Government guidance with regard to the wearing of face coverings in public spaces is adhered to.

SC6

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 distance of no less than 2m around them when going in and out of rooms, and ensuring they can access the toilets 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.

SC7

You will 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-width between each person, rather than face to face. 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.

SC8

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, before you leave the Hall. Please place all rubbish in the outside Sulo bin. Please note that the rubbish bins in the kitchen (which in any case is currently out of bounds) and the Committee Room have been removed.

SC9

You will encourage users to bring their own drinks and food. **So as to reduce the risk of contamination between hirers, the use of the Hall's cutlery, crockery and other kitchen equipment is currently prohibited.**

SC10

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. However, please be aware that we may not be able to provide you with prior notice. We accept no liability for any losses resulting from such closure.

SC11

In the event that someone becomes unwell with suspected COVID-19 symptoms while at the Hall you should remove them to the designated safe area which is the Committee 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 Chairman immediately on 01732 521889 or 07715 957310.

SC12

For performances and other events with seated audiences you will provide attendants 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.

SC13

Where your group uses its own equipment you will ask those attending to bring their own equipment and not share it with other members. If you store equipment in the Hall you should, as far as possible, avoid using any equipment which is difficult to clean. You will ensure that any equipment you do provide is cleaned before use and before being stored in the Hall's cupboards.

USER GROUP NAME

RESPONSIBLE PERSON

NAME **PHONE**

SIGNED **DATED**