

# Kirtlington Village 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 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.

### 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 refer to our cleaning information sheet), unless you have booked the post-hire cleaning service at £15 (one week's notice is required).

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 30 people in total attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible observes social distancing of 1m plus mitigation when using more confined spaces (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible. You will make sure that no more than 1 person uses the toilet at one 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 more clinically 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 any 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.

SC8:

You will position the 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 2m across the table between people who are face to face e.g. using a wide U-shape. You should maintain a one-way system in the room.

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 the 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 in the kitchen and emptied into the wheelie bins outside before you leave the hall. Please ensure toilet bins have been emptied as well.

SC11:

You will encourage users to bring their own food and drinks. Crockery will not be available.

Societies with storage in the kitchen may wash their stored crockery only in the kitchen sink. You will be responsible for stowing it away before you leave. You will bring your own 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. Hot soapy water should be used.

SC12:

We will have the right to close the hall if there are safety concerns related to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required or if it 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.

SC13:

In the event of someone becoming unwell with suspected COVID-19 symptoms while at the hall you should remove them to the designated safe area which is the Ivy Room. Using the COVID-19 first aid kit, 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 Booking Secretary on 07752 549193.

SC14:

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.

SC15: Other special points

**i. Face masks**

Masks must be worn in the hall unless your activity is exempt.

**ii. 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 relevant sport or activity

**iii. Where a group uses their own equipment:**

You will ask those attending to bring their own equipment and not share it with any other members. You will ensure that any equipment you provide is cleaned before use and before being stored in the hall's cupboard. Equipment must be put away at the end of a hire.

**iv. Projector and sound system**

You will not attempt to clean the following items, which will be the responsibility of the hall cleaner:

Projector

Sound system and microphone

**v: Automatic lights**

The hall is equipped with passive infra-red detectors which mean that lights come on automatically in the entrance corridor and toilet. Please remind people not to touch these switches.

Signed by the **Booking Secretary**, (authorised on behalf of the Village Hall Management Committee):

Date

Signed by the **Hirer**, (duly authorised on behalf of the organisation mentioned, where applicable):

I confirm that I have read the attached Standard Conditions of Hire and agree to abide by them.

Name

Signature

Organisation/Society

Date