

Kirkby-in-Furness Community Centre

Lettings Policy

Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to the hall's ordinary conditions of hire.

- 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 and leaving the hall and after using tissues (individual should use their personal sanitiser).
- You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.
You are advised to carry out your own risk assessment
- **Masks are needed unless**
 - children under 11,
 - those with a medical exemption
 - Community Centre employees undertaking their work
 - People sitting down to eat or drink
 - Those undertaking an exercise class
- 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!
- All hirers must keep a contact record of all attendees
- 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.

- 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.
- You will ensure that no more than 17 people attend your activity/event, unless some attendees are in a social bubble in which case a maximum of 30 people can attend in order that social distancing can be maintained. You will ensure that everyone attending maintains 2m social distancing(unless in social bubble) 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 measures when using more confined areas (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 use each suite of toilets at one time (unless assistance is needed in the disabled toilet).
- 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.
- 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 U-shape [insert or attach drawing or photo].
- 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.
- You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided and placed inside the bins at the front entrance, before you leave the hall or taking all rubbish away with you when you leave the hall. **Do not** leave any rubbish in the bins on the field side of the hall.
- You will encourage users to bring their own drinks and food or You will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in in the dishwasher in hot soapy water, dried and stowed away. 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.

- 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.
- 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 exterior veranda in fine weather, alternatively the disabled toilet. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. A Covid kit is stored in the kitchen which contains instructions and PPE. 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 D Anderson 07919612949 or A Holroyd 889431.

Other special points

- Where a sports, exercise or performing arts activity takes place:
You will organize your activity in accordance with guidance issued by the relevant governing body for your sport or activity
- Where a group uses their own equipment:
You will ask those attending to bring their own equipment and not share it with other members and 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 hall's cupboards.