

# SHENSTONE VILLAGE HALL

## Special Terms and Conditions of Hire during COVID-19

Note: These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire.

SC1	<p><b><u>Secure Guidelines</u></b> 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, in particular using the hand sanitiser supplied when entering the hall and after using tissues. You will make sure that everyone likely to attend your activity or event understands that they <b><u>MUST NOT DO SO</u></b> if they or anyone in their household has had COVID-19 symptoms in the last 7 days.</p>
SC2	<p><b><u>Face Coverings</u></b> You will be responsible for ensuring that those attending your activity or event wears a face covering where necessary. The Government expects and recommends masks to be worn in crowded, enclosed spaces. It is important to remember the actions you can take to keep yourself and others safe. Everybody needs to continue to act carefully and remain cautious.</p>
SC3	<p><b><u>Cleaning Before and After Session</u></b> You will be responsible for cleaning all surfaces likely to be used during your period of hire before other members of your group or organisation arrive, e.g. door handles, light switches, window catches, equipment, toilet handles and seats, wash basins, 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 the products supplied 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!</p>
SC4	<p><b><u>NHS QR Posters / Track and Trace</u></b> NHS QR posters are displayed at the entrance and throughout the building and you must encourage members of your group to register their attendance either by using the QR poster for the hall or your own QR poster. You are asked to keep a record of the date and time the activity started and the name and contact telephone number or email of all those who attend your event who do not register using their smartphone app with the QR poster and provide the record to NHS Track and Trace if required.</p> <p>You will make sure that if anyone attending your activity or event develops symptoms within 7 days of visiting the premises they <b><u>MUST</u></b> use the Test, Track and Trace system to alert others with whom they have been in contact.</p> <p><b><u>In this event immediately inform the Booking Secretary on 01543 481504</u></b></p>
SC5	<p><b><u>Ventilation</u></b> 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. Curtains to remain open at all times.</p>
SC6	<p><b><u>Equipment</u></b> Where a sport, 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. You will ask those attending to bring their own equipment and not share it with other members. You will ensure that any equipment you provide is cleaned before use.</p>

SC7	<p><b><u>Disposal of Rubbish</u></b> You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, rubbish bags should be sealed and placed in the blue skip (located in the car park) when you leave the hall.</p>
SC8	<p><b><u>Closure of Village Hall</u></b> 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 instructed 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.</p>
SC9	<p><b><u>Isolation Area</u></b> 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 disabled toilet until they are able to leave the premises. 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.  <b><u>Immediately inform the Booking Secretary on 01543 481504.</u></b></p>
	<p><b><u>Keeping yourself and others safe</u></b></p> <p>There are still cases of COVID-19 in England and there is a risk you could catch or pass on the virus, even if you are fully vaccinated. You are encouraged to exercise caution and consider the risks. While no situation is risk free, there are actions we can take to protect ourselves and others around us.</p> <p>In situations where there is a higher risk of catching or passing on COVID-19, you should be particularly careful as we return to normality. Every little action helps to keep us all safer.</p> <p>For further information and guidelines please see the Government website  Coronavirus (COVID-19): guidance and support – GOV.UK  <a href="http://www.gov.uk/corona">www.gov.uk/corona</a></p>