

# **SHENSTONE VILLAGE HALL**

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

Updated 24<sup>th</sup> February 2022

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> With effect from 27<sup>th</sup> January 2022, there is no longer a legal requirement to wear a face covering. However, the Government suggests that you continue to wear a face covering in crowded and enclosed spaces where you may come into contact with other people you do not normally meet. 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>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>
SC5	<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>
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SC6	<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>
SC7	<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>
SC8	<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 is a risk you could catch or pass on the virus, even once you are fully vaccinated. This means it is important that you understand and consider the risks of catching or spreading the virus in all situations.</p> <p>While no situation is risk free, there are easy and effective actions you can take to protect yourself and others around you. Every little action helps to keep us 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>