

CHESTERTON COMMUNITY CENTRE

CONDITIONS OF HIRE DURING COVID-19

NOTE: These conditions are supplemental to, not in place of, the community centre's ordinary conditions of hire.

- You, the hirer, are responsible for ensuring those attending your activity or event comply with the COVID-19 secure guidelines while entering and occupying the community centre, as shown in the accompanying document which is also displayed at the centre's entrance.
- You are to make sure that all attending your activity or event understand that they must not attend if 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 alert the centre manager.
- All attending must fill in a contact form on entering the building and place in the black box at the hand sanitising station at the entrance. These details will be securely kept for a period of 21 days for track and trace purposes only.
- The centre will be cleaned and set up for your needs before your booking. It is your responsibility to clean all surfaces regularly used during your period of hire (including tables, wash basins and door handles) with the cleaning wipes provided.
- You will keep the centre well ventilated by opening windows and doors where convenient. You are responsible for ensuring these are securely closed on leaving and handles cleaned.
- You are to ensure no more than 10 people attend and that social distancing be observed and maintained. Follow the one entrance and exit guide and be mindful of areas where social distancing may be compromised (mainly around the toilets and entrance area).
- You must take particular care with social distancing around those deemed vulnerable to COVID-19 (those over 70 years of age or who are clinically more vulnerable).
- Furniture is to be placed within the social distancing guidelines.
- You are encouraged to bring your own food and drinks as the kitchen is on pre-arranged access only. Bottled water and plastic cups will be made available.
- You are responsible for the disposal of rubbish created during your hire, including that of cleaning wipes and tissues, and we ask that all rubbish be taken away with you on leaving.

- In the event that public buildings have to close again due to COVID-19, we will do our best to inform you promptly and you will not have to pay for those sessions lost.
- We have the right to close the community centre if there are any safety concerns regarding COVID-19; for example, if someone who has attended the centre develops symptoms and thorough cleaning is therefore required, or if it is reported that the special hiring conditions above are not adhered to.
- In the event of someone becoming unwell with symptoms of COVID-19 whilst at the centre, we ask that they be removed to our designated safe area which is in the exit corridor area. This area is set up with a COVID-19 first aid kit. Please observe the hand sanitising and social distancing measures in place and advise all attending to launder their clothes on arriving back home. The centre manager must be contacted in this instance on 07526 732115.

We thank you for hiring our centre and helping us maintain a COVID-19 secure facility.

