

Salford Village Hall (SVH): Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire as outlined in the T&Cs.

We trust that hirers of the hall will understand and appreciate the need for these additional conditions which are essential for the hall to remain open in the current circumstances

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:

The hall will be cleaned on a 1x weekly basis by the SVH Committee appointed cleaner.

To ensure the safety of your group, 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 the cleaning products and disposable paper towels supplied by the SVH Committee. These products will be located in the kitchen area. You will be required to wipe surfaces clean again on leaving, disposing of used paper towels in the outside rubbish bin. Please sign the cleaning document on leaving the hall as a courtesy to the next hirer. This cleaning time will not be factored into your agreed hire time of the hall.

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 ATTEND** 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 NHS Test 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 twelve (12) people attend your sporting activity/event (plus one instructor), in order that social distancing can be maintained; or no more than twenty-two (22) people attend your non-sporting event. Consider using a booking system to ensure in advance that numbers of attendees are capped below the limit. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible when using more confined areas e.g. moving and stowing equipment, which should be kept as brief as possible. You will make sure that no more than one (1) person uses each suite of toilets 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 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. Ensure that anyone dropping off or collecting attendees at the hall remain outside and maintain social distancing.

SC8:

You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, with at least one empty chair between each person, rather than face to face. 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.

SC9:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the outside rubbish bins located in the carpark when you leave the hall. Rubbish bins are located to the left of the building when leaving the hall.

SC10:

During this time there should be no food and/or drink supplied to attendees during your use of the hall. Please encourage your group to bring their own water bottles and take them away with them at the end of the class. If SVH cups/glasses **must** be used please ensure they are washed up using hot, soapy water, dried using paper towels, and dispose of the paper towels in the outside bin upon leaving the hall.

SC11:

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.

SC12:

In order to assist [NHS Test and Trace](#) please keep a temporary record of attendees' name and contact numbers for all your events for 21 days. 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 kitchen. Provide tissues and a bin or plastic bag, and use the kitchen sink 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 hall bookings manager on 07920403068 and contact NHS Test and Trace.

SC13:

You will ask those attending to bring their own equipment and not share it with other members. 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 and after use.

SC14:

New and returning hirers will be required to meet with a committee member at the hall prior to their first booking to run through new practices put in place at the hall to keep all users and committee members safe. Please ensure you arrive at least 15 minutes before your activity start time.