

Milford on Sea Community Centre Special Conditions of Hire during COVID-19

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

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. A pedal bin will be provided for rubbish.

SC2: You undertake to comply with the actions identified in the hall's risk assessment, a copy is attached.

SC3: The hall will be cleaned before your arrive and you will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, wash hand basins, door handles, chair backs and arms) using either the products supplied or your own ordinary domestic products. 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 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.

SC5: You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. The vent system in the main hall will be opened to assist with this. You will be responsible for ensuring doors and windows are all securely closed on leaving.

SC6: You will ensure that the appropriate capacity is not exceeded for your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains 2m social distancing 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. accessing toilets) which should be kept as brief as possible.

SC7: Face coverings must be worn in the building in accordance with Government legislation.

SC8: 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 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.

SC9: The furniture in the room will be set up for you or the floor marked as appropriate for your group and as agreed in advance. This is to ensure social distancing regulations can be met. Furniture must not be rearranged without the agreement of the caretaker.

SC10: 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. This information also needs to be passed to the Administrator.

SC11: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, taking all rubbish away with you when you leave the hall.

SC12: The kitchen and the cafe areas are currently out of bounds and will be kept locked. People attending your activities/events should bring their own refreshments as necessary, including drinking water.

SC13: 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.

SC14: 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 Committee Room (next to the Cafe). Tissues, a bin and relevant first aid kit will be provided. Please fill up the provided bowl with warm soapy water for hand washing. 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 Caretaker on 07766 824336

SC15: In order to avoid risk of aerosol or droplet transmission, you must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

SC16: Specialist Equipment:

If group members are bringing their own equipment, please make sure that they do not share with others in the group and advise them to clean it before use. If you are providing equipment for your group, please make sure it is cleaned between users. We advise you to avoid using equipment that is difficult to clean.