

## WEEDON OLD SCHOOLROOM SPECIAL CONDITIONS OF HIRE DURING COVID-19

**These conditions are supplemental to, not a replacement for, the ordinary conditions of hire for Weedon Old Schoolroom.**

**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.

You confirm that you have been advised to carry out your own risk assessment for using Weedon Old Schoolroom, and provided with a sample template for preparing this.

**SC3:** 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 and to keep the premises clean through regular cleaning during your hire, using the products supplied in a designated box in the Entrance Hall.

These surfaces include fixtures: internal and external door handles, light switches, window catches, toilet handles and seats, wash basins and taps, radiator covers and controllers, curtain poles and cords, electrical sockets; and any moveable equipment such as tables and chairs that you intend to use. There is a full list in the cleaning box.

You will be required to clean again **after** your hire.

Please take care cleaning electrical equipment. Use cleaning paper and 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 **48 hours**, and that if they develop symptoms within 10 days of visiting the premises they **MUST** notify you, and use the NHS Test and Trace system to alert others with whom they have been in contact. They **MUST** get a COVID-19 antigen test. You must notify the Committee.

**SC5:** You will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as convenient. A list and diagram of the locations of these windows and doors will be displayed in the hall. You will be responsible for ensuring they are all securely closed on leaving.

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**SC6:** You will ensure that no more than the agreed number of people attend your activity/event, in order that social distancing can be maintained.

You will encourage all those attending your activity to wear a face covering unless an exemption or other government guidance applies to the activity. A face covering is not required when people are eating or drinking, but they should be seated.

You will ensure that everyone attending maintains the requisite social distancing while waiting to enter the premises, observes the signs within the premises, and as far as possible observes social distancing when using more confined areas (eg. moving and stowing equipment, accessing toilets) which should be kept as brief as possible. You will make sure that no more than one person uses each suite of toilets at one time.

The agreed maximum number of people for your hire for

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(insert activity name, dates, times)

is \_\_\_\_\_.

**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.

**SC8:** You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or groups of up to two households or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face-to-face, and good ventilation. If tables are being used, you will place them so as to maintain social distancing across the table between people from different household groups who are face-to-face e.g. using a wide U-shape.

The Committee has provided a sample layout plan for most situations, which you should study carefully.

**SC9:** 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 Test and Trace if required. (People are not obliged to provide details.)

**SC10:** You will be responsible for the disposal of all rubbish created during your hire, including tissues, paper towels and cleaning paper, which have been placed in the bins provided. At the end of your hire, you should remove any used bin liners from the bins, replace with clean liners, and take the rubbish away with you.

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**SC11:** You will encourage users to bring their own drinks and food in their own personal containers. The kitchen will be open only for refilling water containers, and for filling buckets for floor cleaning in case of spillages. No fabric dishcloths, teatowels or towels will be available anywhere in the premises. Paper towels and cleaning paper are provided.

**SC12:** 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.

**SC13:** In the event of someone becoming unwell with suspected COVID-19 symptoms while at the hall, you agree to carry out the COVID-19 Treatment Plan, as provided with these conditions of hire, and reproduced at the hall.

If the person cannot leave the premises immediately, you should take them to the designated safe area, which is in the Disabled Toilet. A chair, COVID-19 First Aid Box and a copy of the COVID-19 Treatment Plan are provided in this location.

**SC14:** For events with more than 12 people you will take additional steps to ensure the safety of the public in relation to COVID-19, for example by operating a booking system or providing attendants or stewards who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets in the interval row by row.

**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, eg. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

**SC16:** Where a sports, exercise or performing arts activity takes place:  
You will organise your activity in accordance with guidance issued by the relevant governing body.

**SC17:** If you and members of your group use your own equipment:  
You will ask those attending to bring their own equipment and not share it with other members.

Signed \_\_\_\_\_

Date \_\_\_\_\_