

Whilst every effort has been undertaken by Castleland Community Centre to ensure that thorough cleaning has been performed before each group activity, we nonetheless cannot guarantee that all surfaces have been sanitised. Therefore in addition to standard User Agreement, we require you to read and agree to the following:

- 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/room, 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.
- IT IS GOOD PRACTICE TO WEAR MASKS IN COMMUNAL AREAS.
- You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.
- 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 either the products supplied (which will be in a clearly accessible location) 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!

- 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 Track, Trace, Protect system to alert others with whom they have been in contact.
- You will keep the premises well ventilated throughout your hire. This can be done using windows and where available (e.g. Pendragon Hall), with the extractor fans. You may also utilise the dorguard systems to keep doors open where needed. **You must make sure all doors are closed at the end of your class/group, as this is a fire safety risk.**
- In order that social distancing can be maintained. You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas (e.g. 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 a time. This also applies to furniture arrangements i.e. the use of tables, chairs,
- 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.

- You are responsible for keeping records 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.
- 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.
- 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 in the alcove. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water 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.
- You **must** inform us at castleland@dicdevelopmenttrust.com what steps have been taken if an incident does take place.
- 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.

Please provide any additional risks observed during your risk assessment that may be unique to your particular group below:

As the group's leader / responsible party, I agree to comply with all of the above

Print Name	Sign Name