

St James's URC Church and Centre - Special Conditions of Hire during COVID-19

***Note: These conditions are supplemental to, not a replacement for, the St James's Church Centre Standard Conditions of Hire.**

Special Conditions

1. 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 Church Centre, as shown on the poster which is also displayed at the Church entrance, in particular using the hand sanitiser supplied when entering the Church Centre.
2. **Masks MUST be worn.** Face coverings are required by law to be worn in public indoor settings including: community facilities, museums, galleries, cinemas, places of worship, and public libraries. On entering the church centre users will be required to wear a face covering, and will be required to keep it on, unless covered under a 'reasonable excuse'.
3. You undertake to comply with the actions identified in St James's Covid-19 Risk assessment, of which you have been provided with a copy.
4. Each individual **USER GROUP** will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins, chairs and tables 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, using the products supplied. You will be required to **clean again on leaving**.

Note: The Centre will be cleaned by the regular cleaning company but you will be responsible for cleaning all regularly used surfaces during your period of hire. Please take care cleaning any electrical equipment. Use cloths - do not spray!

5. 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.

You **MUST** keep a record of the date and time the activity started and the name and contact telephone number or email of all those who attend your event (or a member of any group of up to 6 people who attend together). In addition, you can ask everyone who attends to use the NHS QR poster at the Centre entrance.

This record **MUST** be kept for a period of 3 weeks after the event and provided to NHS Track and trace if required, in accordance with The Health Protection (Coronavirus, Collection of Contact Details etc. and Related Requirements) Regulations 2020.

If anyone develop symptoms within 10 days of visiting the premises they **MUST** use the NHS Test and Trace system to alert others with whom they have been in contact **and** notify one of the centre team notified by email – see Item 12 for contact details.

6. 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 that all fire doors are closed on leaving.**
7. You will ensure that during your activity/event, that numbers do not exceed the room capacity, in order that social distancing can be maintained. You will ensure that everyone attending **maintains social distancing in line with current regulations.**
8. You will position furniture or arrange the room, as far as possible, to facilitate social distancing of 2m between individual people or groups of up to two households.

St James’s URC Church and Centre - Special Conditions of Hire during COVID-19

- 9. It is recommended that no food or drink is consumed on the premises. Please note: The kitchen is closed.
- 10. You will be responsible for the disposal of **all rubbish** created during your hire, including food waste, tissues and cleaning cloths, in the rubbish bags provided. Place bags in refuse bins which are found outside the centre, to the left of the front door.
- 11. We will have the **right to close the Centre if there are safety concerns relating to COVID-19**. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.
- 12. In the event of **someone becoming unwell with suspected Covid-19 symptoms while at the centre you should remove them to a safe area** which is outside the Embleton Room, on the ground floor. In this room there is a black plastic, lidded box containing all the necessary PPE equipment. The black container itself can be used as a bowl for hand washing. The patient must be sent home to self-isolate or call an ambulance if necessary. Ask others to 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 Centre **IMMEDIATELY**, using one of the following email addresses:

liz_spence@btconnect.com

jspencer27@hotmail.com

juliewightman828@gmail.com
- 13. Live performances e.g. drama, music are not permitted at present. This is in order to avoid risk of aerosol or droplet transmission. For the same reason 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.
- 14. Where a group uses their own equipment: 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 use.

PLEASE NOTE:

ALL User Groups/Hirers MUST email Liz Spence, Centre Manager, their own Risk Assessment. She will then give confirmation of your room hire.

The Church and Centre Management are following guidance issued by the Government:

COVID-19: Guidance for the safe use of multi-purpose community facilities (Jan2021)

Please be aware that we may need to CLOSE the Hall at short notice.

I have read and understood these Special Conditions of Hire:

Hirer’s signature.....

Date.....

(Signed copy to be retained by Centre Manager, second copy to be kept by hirer)