

## Nethy Bridge Community Centre Special Conditions of Hire during COVID-19

**Note:** These conditions are in addition to and not a replacement for the Community Centre's ordinary conditions of hire.

SC1: The Hirer "You" will be responsible for ensuring those attending your activity or event comply with the Scottish Government COVID-19 Guidance while entering and occupying the hall

SC2: You undertake to comply with the actions identified in the Community Centre's risk assessment, of which you have been provided with a copy.

SC3: The hall will be cleaned before you arrive and :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, using the products supplied, leaving the hall in a safe and clean manner ready for the next user. If the services of a professional cleaner are required this can be arranged at cost to the Hirer.

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 14 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the Test and Protect 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 the Scottish Government recommended number of people attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, observes the one-way system ( if provided) and as far as possible when using more confined areas eg moving and stowing equipment, which should be kept as brief as possible. Masks will be used at all times where practical.

You will make sure that no more than one person uses each suite of toilets at one time.

SC7: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided and deposited in the Highland Council Bins outside the kitchen door ( accessible from outside the building) before you leave the hall.

SC8: You will need to bring your own food and drink as the kitchen will not be generally accessible unless by prior arrangement

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If permission is granted you will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths. The commercial dishwasher is available for use, as this is a sanitiser

SC9 : 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.

SC10 : 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 Disabled Toilet./ First Aid Room

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. Informing the Community Centre Management of the situation and full contact details of all attendees

SC!! The Nethy Bridge Community Centre reserves the right to vary these conditions or impose additional conditions depending upon the circumstances, without prior notice.

Name of Hirer \_\_\_\_\_

Date of Event \_\_\_\_\_

Nature of Event \_\_\_\_\_

I have read and agree to comply with the above Special arrangements relating to Covid-19. I have been provided with a copy of the Risk Assessment for Nethy Bridge Community Centre.

I have provided a copy of my/our Risk Assessment for the period of hire

Signed \_\_\_\_\_

Date \_\_\_\_\_