

# **CROOK<sup>OF</sup>DEVON**

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## VILLAGE HALL

### **SPECIAL CONDITIONS OF HIRE DURING COVID-19**

**While the Scottish Government has signalled the ending of Covid restrictions, you are asked to observe the following requirements in order that more vulnerable people feel safe using this hall.**

**These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire.**

**SC1:**

You, the hirer, will be responsible for ensuring those attending your activity or event comply, where appropriate, 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.

**SC2:**

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 wipes - do not spray!

**SC3:**

You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they have had COVID-19 symptoms in the last 7 days,

**SC4:**

You will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

**SC5:**

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.

**SC6:**

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 (People are not obliged to provide details)

**SC7:**

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.

**SC8:**

You will encourage users to bring their own drinks and food. 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.

**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:****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 for your sport or activity.

**SC11:****Where a group uses their own equipment:**

You will ask those attending to bring their own equipment and not share it with other members. 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 and before being stored in the hall's cupboards.

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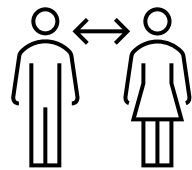
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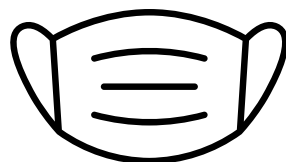
### Clean your hands regularly



### Keep your distance when requested



### Wear a mask if vulnerable people are present



### Stay at home if you have symptoms