

## Temporary additional terms and conditions during COVID 19

### **These are subject to change at short notice**

**Nobody who has symptoms of COVID 19 is allowed to enter the building and anyone who feels ill during a booking must leave immediately.**

A risk assessment needs to be written for your group and given to Caroline before your first session. A sample is available to help with this if needed.

Unless your risk assessment supports otherwise the maximum amount of people allowed in the hall is 8.

You need to check your insurance covers your group opening during the pandemic.

You need to follow government guidelines and any official guidelines given from your professional body.

A face mask must be worn in the building (the exceptions being in the government guidelines). Other mitigating conditions could be appropriate to an activity.

Only people participating in your group should be in the hall ie no spectators

Before entering the building everyone must have their temperature taken by the appropriate group, if it is not in accordance with current guidelines they will not be allowed to enter the building

There is a restriction on the facilities available. Only the disabled toilet in the front lobby will be available together with the hall.

The stage, kitchen, ladies and gents toilets will be unavailable.

We expect all groups to provide:

Hand sanitiser

A first aid kit

Thermometer

Their own drinking water

All groups need to keep a register of names and contact details of anyone on the premises and retain these records for 21 days.

If any user of the hall develops symptoms of COVID 19 they must immediately inform the group leader who must immediately inform Caroline. The user should get tested as soon as possible and Caroline should be informed of the result.

Due to the current situation we are experiencing much higher cleaning costs and therefore temporarily there will be an extra charge of £10 per group per session as a contribution towards this.

If you use any tables and chairs you must clean and disinfect them before putting them away.

Please bring the minimum items necessary into the hall.

If children are part of your group please read and adhere to the Government guidance – Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak. Some of the information will be needed for your risk assessment.

A member of the hall committee may come to the hall to ensure terms and conditions are being followed.

I agree to follow both the terms and conditions of hiring St John's hall and the temporary terms and conditions above

Signed

Date

Name of organisation