

Madderty Community Association

Special Conditions of Hire during COVID-19

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

1. You, the hirer, 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, 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. We suggest that you minimise the use of door handles by using the door stops to keep open the doors until your attendees have arrived.
2. You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.
3. The hall will be cleaned before you arrive and you will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, wash hand basins, door handles) using the products supplied. Please take care cleaning electrical equipment. Use cloths - do not spray!
4. 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 7 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.
5. 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.
6. You will ensure that no more people attend your activity/event than the maximum shown in the risk assessment in order that social distancing can be maintained. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, and as far as possible when using more confined areas e.g. moving and stowing equipment, which should be kept as brief as possible. You will make sure that no more than two people use each suite of toilets at one time.
7. You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, with at least one empty chair between each person, rather than face to face. If tables are being used, you will place them so as to maintain a distance of at least 2 metres across the table between people who are face to face e.g. using a wide U-shape.
8. You will be responsible for the removal from the site and disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided before you leave the hall.
9. If applicable you will encourage users to bring their own drinks and food or if you have made special arrangements to use the halls' facilities and crockery and cutlery then this is washed in hot soapy water, dried and stowed away. In this instance 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 automatic dishwasher should not be used.
10. 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 these 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.

11. In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should ask them to leave immediately and follow the Test and Trace procedures. Ensure you have full contact details for all attendees. Inform the hall manager.
12. As hirer you accept that it is your responsibility to monitor compliance with these measures and on conclusion of the hire within 12 hours , notify the hall manager by email of this compliance. It is also your responsibility to advise the hall manager of any breaches of these measures, particularly if they could have an effect on any hirers following your visit.