



Lyons Community Centre **Special Hire Conditions**

In order to ensure the safety of users of the Lyons Community Centre and CaSE Community Trust employed staff the following steps have been taken:

1. 2 hygiene stations with hand sanitiser have been installed in the entrance hall and kitchen. They are portable so can be moved to a different area if required. Pump anti-bacterial gel has also been placed in each room;
2. 2 hygiene stations with anti-bacterial wipes and bins have been installed in the entrance hall, outside Belmont Hall and Griffin Hall. They are portable so can be moved to a different area if required. Packs of anti-bacterial surface wipes have also been placed in the toilets and kitchen;
3. It is encouraged that hirers bring their own personal hand sanitiser and/or gloves and anti-bacterial wipes or tissues, however additional cleaning materials are in the designated locked cupboard in the kitchen. The key will be given to the hirer at the beginning of the booking and will need to be handed back at the end of hire. If it is reasonable to believe that any supplies have been stolen, the hirer is responsible for replacing any items;
4. For Track and Trace purposes, QR codes have been displayed in and around the building. The Hirer is responsible for ensuring everyone scans the QR code on entry. If they are unable to scan the QR code an electronic signing in process has been adopted requesting name, contact number and confirmation COVID-19 is not present. This is a requirement by law. If it is not completed, the hirer could face receiving a fine and forced to close. When available, CaSE employees will collect this information, however, in general, all hirers must collect this information electronically and send to the Trust Manager after each use and within 24 hours. It is the hirers responsibility to permanently remove/delete the details after confirmation from the Trust Manager that it has been received so as to comply with GDPR. The information will be held by the Trust Manager for 21 days only;
5. An information for visitors notice is displayed in the entrance hall and on the front door to confirm the information required and what the information will be used for. This is also available on the CaSE website and Social Media.
6. A “12 Step Notice” has been displayed in the entrance hall and on the front door. This has also been sent to all hirers and posted on the CaSE website and Social Media. Hirers are responsible for ensuring those attending their activities have read the notice and comply with these guidelines, in particular using hand sanitiser on arrival;
7. A notice has been displayed on the front door which asks anyone not to enter the building if they have symptoms of COVID-19, have been in contact with a confirmed COVID-19 patient or been to a ‘high-risk’ area in the last 14 days. This has also been posted on the CaSE website and Social Media;

8. A face covering notice has been displayed on the front door which advises all visitors that it is mandatory for anyone entering the building to wear a face covering. This will also be posted on the CaSE website and Social Media;
9. COVID-19 information and social distancing posters have been displayed in the entrance hall, outside Griffin Hall and Belmont Hall;
10. A COVID-19 information and social distancing poster in a large a-frame will be placed outside the centre, when open;
11. Catch it, bin it, kill it posters have been displayed in the toilets, kitchen and entrance hall;
12. Please wash your hands notices have been displayed in the toilets, kitchen and entrance hall;
13. In the event of a suspected COVID-19 case extra cleaning with PPE will be required;
14. If someone becomes unwell with COVID-19 it is the responsibility of the hirer to contact the Trust Manager and/or Caretaker as a matter of urgency. If the Trust Manager and/or Caretaker is not on site, it is the responsibility of the hirer to send the patient home immediately or, if too unwell or required to wait for transport, move them to the nearest, enclosed, available space (Royale Room or Viceroy Room). The hirer will nominate a responsible person to ask all other users to leave the building through a different/the furthest exit. An emergency PPE kit is available outside the main office door. The “COVID-19 Emergency Plan” is also available and will be sent to all hirers;
15. The contaminated area will remain closed for a minimum of 72 hours when a decontamination clean will be carried out. A record of the incident will be kept on file;
16. If there are any safety concerns relating to COVID-19 the hall will be closed, possibly without prior warning. Please refer to the “Temporary Booking and Cancellation Policy”;
17. A thorough cleaning schedule has been adopted to ensure all ‘high contact’ areas are cleaned regularly;
18. A toilet cleaning checklist is displayed in the toilets confirming when the toilets have received a full clean, along with confirmation of when the ‘high contact’ points have been cleaned and stock checked;
19. A maximum of 2 people are allowed in each toilet at any time. Information posters have been displayed outside the toilets;
20. Hand dryers and paper towels are available. Please dispose of paper towels in the bins provided;
21. The doors to the men and women’s toilets will be left open to allow ventilation;
22. For bookings of classes of less than an hour the toilets and kitchen will remain closed. Closed notices will be displayed on the doors;
23. If able to do so, it is recommended that the windows/doors (except fire doors) to a hired room remain open to allow ventilation and must be securely closed at the end of the booking. For high-intensity exercise classes, 100% fresh air is required;
24. The front door handles, doorbell etc will be cleaned on a regular basis by CaSE employed staff. It is the responsibility of the hirer to also clean on entry and exit;
25. It is mandatory that all users wear face coverings when inside the building. However, we understand that this is not always possible. It is the responsibility of the user to supply face coverings. Please visit <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own> for more information;

26. In the event that a 2m distance cannot be adhered to, extra measures should be put in place to avoid transmission;
27. In the event of an emergency it is unsafe and inappropriate for a 2m distance to be strictly adhered to;
28. It is the responsibility of the hirer to bring their own disposable gloves to keep themselves safe when cleaning areas;
29. It is the responsibility of the hirer to clean regularly used surfaces, such as tabletops and door handles, in the hired room. Please take care and do not use spray when cleaning electrical equipment, such as light switches and Bluetooth speakers;
30. If the kitchen has been used, all areas used should also be wiped down. If cutlery etc has been used it should be washed in hot soapy water. However, it is recommended that hirers bring their own prepared food or drink in bottles, to avoid use of the kitchen;
31. Checklists have been placed in each room reminding hirers of their responsibilities to clean before they leave;
32. If the hirer stores any of their own equipment at the centre, it is the responsibility of the hirer to ensure that the equipment is cleaned before and after use. Avoid using equipment that is difficult to clean;
33. Any chairs used during the booking should be left out so they can be disinfected before they are stacked and stored;
34. It is the responsibility of the hirer to ensure that all rubbish is disposed of in the bins provided;
35. The number of people permitted in each room has been adjusted as follows:
 - a) Griffin Hall – 30
 - b) Belmont Hall – 20
 - c) Royale Room – 4
 - d) Viceroy Room – 4
 - e) Kitchen – 3
36. We are not currently accepting bookings for birthday parties etc where the ‘6 person rule’ cannot be adhered to. Please visit <https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing> for more information;
37. It is the responsibility of the hirer to adhere to any Government guidelines around capacities for the activity they are offering;
38. Where possible, furniture should be positioned to facilitate people sitting side by side, rather than face to face whilst still maintaining at least a 2m distance;
39. During large bookings, or where multiple bookings are taking place, a one-way system will be adopted. Entry will be through the front entrance and exit will be through the fire exit in Griffin Hall or Belmont Hall. Fire exits must remain closed at all other times. It is the responsibility of the hirer to ensure users are informed of the one-way system, along with displaying the supplied signs;
40. Large bookings, such as Slimming World, will be required to stagger arrival and departure times. Where possible, block bookings will also be required to adopt a booking system for their classes/groups in order to restrict numbers. Hirers are required to ensure social distancing measures are adhered to and adjust the maximum number of members if necessary. The hirer should provide the Trust Manager with details so that the CaSE website can be updated to reflect this. Where a booking system is not possible

- groups will need to consider how they will manage any excess numbers ie: first come, first served/allowing people to join online from home or another room etc;
41. It is not necessary for CaSE to provide markers for queuing purposes. If a large booking needs to adopt a queuing system, it is for the hirer to arrange clear notices informing users of this;
 42. Dance and exercise classes are encouraged to provide their own temporary floor markings to promote a defined spacing per individual;
 43. Social distancing among spectators, such as waiting children or parent chaperones, will need to be managed if there is insufficient room in the hall by the hirer;
 44. The Bluetooth sound system is available for use, but the volume should be kept to a minimum to avoid the need to use raised voices;
 45. Block bookings will have access to larger rooms, if available and at no extra cost, to aid in following social distancing guidelines, but this should not be relied upon;
 46. Hirers who offer fitness classes are strongly encouraged to offer their classes in the garden during nice weather;
 47. Extra time will be given between each booking to allow for cleaning to take place. Hirers should arrive early to ensure each point can be adhered to. This extra time will be not chargeable;
 48. Careful management of bookings will be implemented, and consideration will be given to new bookings by the Trust Manager;
 49. Cash or cheque payments are not being accepted. Payments can be made via PayPal, bank transfer or Standing Order. Hirers are also encouraged to only accept online payments for bookings of their services;
 50. A copy of the “COVID-19 Risk Assessment” will be provided to all hirers. All hirers are required to sign the “Special Hire Conditions” form (page 5) confirming they have received, read and understood the instructions, guidance and responsibilities issued;
 51. If organising an activity, hirers will organise the activity in accordance with guidance issued by the relevant governing body for your activity and should carry out a COVID-19 risk assessment to identify actions which could minimise the risk of transmission. Hirers should provide the Trust Manager with a copy. Support can be provided with this, if required;
 52. It is the hirers responsibility to inform users of identified actions from their risk assessment. Users can also be guided to the Lyons Community Centre information posters for reference;
 53. To comply with Government advice, CaSE Community Trust wish to ensure all users can be assured of a safe and sanitised environment in which to return and access our facilities. The “COVID-19 Risk Assessment” and “Special Hire Conditions” will be available but may be subject to change at any time in line with Government and Village Hall Guidelines;
 54. Please visit <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities> for more information;
 55. Whilst Government guidelines are changing on a regular basis, it is the responsibility of the hirer to ensure all published guidelines are adhered to.

FOR MORE INFORMATION PLEASE CONTACT REBECCA ON:

rebecca@casetrust.org.uk / 07458 301846



Special Hire Conditions

I have read and understood the following documents:

- ‘Special Hire Conditions’
- ‘COVID-19 Risk Assessment’
- ‘Hirer Example Risk Assessment’
- ‘12 Step Notice’
- ‘Information for Visitors’
- ‘Signing in Form’
- ‘COVID-19 Emergency Plan’
- ‘Temporary Booking and Cancellation Policy’

I agree to follow the instructions and guidance issued. I understand my responsibilities in order to keep users of the Lyons Community Centre and CaSE employed staff safe. I also confirm that I will complete the details of everyone who attends my activity and provide the details to the Trust Manager within 24 hours of my booking ending:

Name:

Signature:

Date:

Block booking name: