

COVID-19 Booking Conditions

GENERAL

The following information and general use conditions have been prepared to inform users and the steps taken by Thornhill Community Hall to provide a safe venue in light of the Covid-19 pandemic and updated safety guidelines now in place. All bookings are subject to the specific regulations in place for that activity or sector.

All users **must** accept these conditions as part of a booking.

ALL USERS

- Users are responsible for all Test & Protect information related to their group in line with government guidance and must **post a completed Test & Protect form in box within hall before departing.**
 - Any users consistently failing to complete will have future booking ability reviewed
- **No users are allowed to enter the hall if displaying Covid-19 symptoms** or have been asked to self-isolate as a result of Test & Protect or similar instructions.
- **Notify the Booking Secretary (bookings@thornhillcommunityhall.org.uk) immediately if any hall users are diagnosed with Covid-19 or subject to Track & Trace restrictions**
- **All users (aged 12 years & over) must wear face coverings on entry and exit to hall and when moving between rooms. Users must also follow relevant Government guidelines on face coverings for the duration of their specific booked activity whilst in the hall.**
- Users are responsible for following government guidance related to their specific activities including any physical distancing guidelines, restrictions on activities
- Users are requested to use hand sanitiser provided on entry to hall
- Users are recommended to open doors and windows for ventilation where possible during use, please ensure closed at the end of the booking.
- Users are advised to clean crockery & cutlery before use
- **Users must complete the following disinfectant cleaning before and after user activity in the hall**
 - An extra 15 minutes is allocated at the start and end of your booking to enable cleaning.
 - Disinfectant is provided in every area of the hall.
 - Kitchen - Disinfect all kitchen worktops, door handles and switches
 - Toilets - Spray and wipe round toilet seats and sinks in toilets.
 - All areas including main hall – Spray/wipe all light switches and door handles used.
 - Please notify the Booking Secretary (bookings@thornhillcommunityhall.org.uk) of any shortage of hand sanitiser or disinfectant spray.

THORNHILL COMMUNITY HALL

Undertake a regular cleaning regime and will carry out the following on a weekly basis:

- Disinfect all doors and light switches
- Disinfect all kitchen work surfaces
- Disinfect all toilet seats and sinks in bathrooms
- Mop or vacuum all floors.

Any specific cleaning requirements over and above this is the responsibility of the user, the Hall will provide extra time for this to take place at no cost where practical.

COVID-19 Booking Conditions

General Booking terms and conditions

Updated booking conditions required to be accepted as part of conditions of use following Covid-19

GENERAL NOTES

HALL VOLUNTEERS will, if required, open the Hall and show hirers the accommodation, safety aspects, location of lighting & heating switches and the facilities in the kitchen, including the cleaner's cupboard.

HIRERS will LOCK the Hall after use having completed required cleaning and exit tasks outlined below.

The Hall may be cleaned by hirers following an evening event on the following morning but prior to 9am to allow for other lets using the Hall. This MUST be arranged with the Booking Secretary.

SAFETY

There are several fire exits, a fire detection system and fire extinguishers. There is an emergency torch in the kitchen. Please familiarise yourself with the location of the exits and extinguishers and see the notice board for the correct procedure should a fire occur.

The Hall has a NO SMOKING policy.

COSTS

All costs are at the discretion of the Hall Management Committee and must be paid in advance. The Hall is run by voluntary endeavour, NOT the local authority.

INSURANCE

The Hall insurance does NOT cover your property and you are responsible for any licenses or permissions – alcohol, entertainment etc. Any electrical equipment brought into the Hall should carry a current PAT certificate.

NOISE

Please respect the residents of properties close to the Hall in the evenings, ensuring that you leave quietly and do not run nor rev-up cars and coaches.

LIVE TV

It is forbidden to watch live TV in the hall - we do NOT have a license. Anyone caught using a TV will be asked to vacate the hall and a fine may be imposed.

TABLES & CHAIRS must NOT be taken outside.

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General Cleaning after use

GENERAL

Please see next section for specific Covid-19 cleaning obligations of all users.

The hall is a community resource that is run on a volunteer basis. Your support in maintaining the cleanliness of the hall is requested.

Please follow the below guidance on general responsibilities and specific actions based on the rooms you have hired.

ALL USERS

- All interior lights switched off
- All exterior lights switched off
- All keys returned to kitchen key box
- Any spillages cleaned up.
- Toilets tidy and all toilets flushed
- Switch off immersion heater (kitchen) & pump (lobby)
- Keyholders must ensure hall locked on exit
- Return key to box on wall outside main door, please ensure key box locked.

MAIN HALL

- All furniture cleaned & put away
- Hall heaters switched off
- Stage door locked.
- Hall floor swept.

KITCHEN

- All dishes washed and put away
- All personal items removed from fridge
- Kitchen floor mopped
- Kitchen work tops cleared and cleaned

MEETING ROOM

- Floor vacuumed.