

GREAT SOMERFORD PARISH COUNCIL

CONDITIONS OF HIRE OF THE COMMUNITY ROOM

Updated for Covid 19

All hirers should be aware of the following conditions and are expected to comply:-

General

1. Bookings must be made with Mrs T Butcher, 8 Dauntsey Road, Great Somerford, SN15 5HT; Telephone 01249 720204.
2. Hiring charges are to be paid to Mrs Butcher before the event unless any special arrangements apply. The payee is "Great Somerford Parish Council". Direct bank transfer is preferred to payment by cheque. Account name: Parish Council of Somerford Magna. Sort code: 30-91-99. Account number: 02483453.
3. Keys are to be collected from, and returned to, Mrs. Butcher before and immediately after each hiring.
4. Use of the Community Room must never jeopardise the Security of the School. Persons using the Community Room have no right of access to any part of the school premises. Hirers are responsible for ensuring there is no trespass into the school during their period of hire.
5. The hire of the Community Room does not include the use of the School Grounds.
6. The Community Room, its facilities and equipment must be left in a clean and tidy state after use. Adequate cleaning equipment is available. PLEASE USE IT. Tables should be wiped clean so that they can safely and immediately be used by the next hirer. Paper towels only will be available.
7. Failure to leave the Community Room in a clean and tidy state will render the Hirer liable to a surcharge for cleaning. Persistent offenders may be blocked from making future bookings.
8. Hirers are to ensure the Community Room is not misused or defaced. This includes the notice board and notices. All breakages must be reported and paid for. Damage will be charged at the cost of replacement or repair.
9. All lights and electrical appliances must be switched off before leaving the premises.
10. On leaving, it must be ensured that the internal door leading to the school corridor is locked, all windows are closed and securely fastened, and the outer door is locked. If the school is closed and no one remains on the premises, please lock the school gate.
11. At functions where alcoholic drink is to be sold, a licence must be obtained by the hirer beforehand and this must be available for inspection when the keys are collected.

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Covid Specific

12. All users must abide by the following key points:

Minimise contact with individuals who are unwell: Nobody should attend the premises if they have symptoms or are self-isolating due to symptoms in their household or to having been contacted by NHS Track & Trace and instructed to self isolate.

Clean your hands often: Sanitiser will be provided at the entry points, sanitiser and/or running water, soap and paper towels will be provided in toilets and kitchens. Users should wash their hands at home before and after using the venue.

Respiratory hygiene: Everyone needs to be encouraged to avoid touching their mouth, eyes, and nose. Tissues need to be disposed of into a bin, and then hands cleaned.

Regular cleaning and sanitising of surfaces that are touched frequently: including door handles, handrails, table tops, sinks, toilet areas, window catches, and chairs. This will be done before and after the facility is used but the hirer is responsible for cleaning at least once during the hire period. Please take your litter home if the bin is full.

Maintain social distancing where possible: Social distancing guidelines currently require at least 2 metres (3 steps) to be maintained between individuals and households. **Face coverings** should be worn indoors unless the individual is exempt (age or medical condition). Do not all try and enter and leave at the same time. Only one person in the kitchen, lobby or toilet at any one time.

Room capacity whilst the Government has social distancing in place is six persons or, in cases of indoor, supervised children's activities, fifteen persons including the Leaders.

Ventilation: The door and windows must be kept open at all times the room is occupied.

Kitchen: This is closed and hirers are asked to bring their own food or drink. The kitchen is to be used as an isolation area should any attendee become unwell until that individual can go home/be collected or go to hospital.

Track & Trace: The key contact/principal hirer should provide Mrs Butcher with full contact details (name, address, phone, email). He/she should swipe the NHS QR code on arrival if they have a smart phone. The key contact/principal hirer undertakes to inform both Mrs Butcher and all others present should any attendee subsequently test positive for Covid and all attendees required to socially isolate.

Interval between lettings: minimum 72 hours in times of pandemic (Covid19).

S Mansfield

Chair of the Parish Council



7 April 2021