

COVID 19 SPECIFIC BOOKING CONDITIONS

The following conditions should be read in conjunction with the standard Booking Conditions which can be found on the website or in the Hall Handbook

SC1: You, the hirer, will be responsible for ensuring those attending your activity or event comply with the current Scottish Government COVID-19 Guidance while entering and occupying the hall, in particular completing the Test and Trace register, wearing face masks when entering the hall and in all circulation areas, using the hand sanitiser supplied when entering the hall and after using tissues.

SC2: You undertake to comply with the actions identified in the hall's risk assessment, of which a copy can be found at the front desk or on the Hall Website

SC3: 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 either the products supplied or your own ordinary domestic products. Please take care cleaning electrical equipment. Use cloths - do not spray!

SC4: 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.

SC5: 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.

SC6: You will ensure that no more than 6 people from 2 households attend your activity/event – unless an organised sports class - in order that social distancing can be maintained. You will ensure that everyone attending wears mask when entering the hall and in all circulation spaces, maintains social distancing while waiting to enter the premises, observes the one-way system within 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 1 person use each suite of toilets at one time.

SC7: You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

SC8: 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.

SC9: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided in the bins at the kitchen entrance before you leave the hall.

SC10: You will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and set aside so that it can be disinfected and stowed away by Hall staff. 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.

SC11: 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 the 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.

SC12: In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the designated safe area which is the area outside under the covered foyer. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing.

Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the hall cleaner.

SC13: You will ensure that any equipment used by your group or class is cleaned using the antibacterial spray provided and laid to the side of the room in which you are holding your event. The equipment will be sanitised and returned to the store by Hall Staff

