



Special Conditions of Hire during COVID-19

Note: These conditions are in addition to and not a replacement for the centre's ordinary conditions of hire.

SC1: 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 centre as shown on the poster which is displayed at the centre entrance, in particular using the hand sanitiser supplied when entering the centre and after using tissues.

SC2: You undertake to comply with the actions identified in the centre's risk assessment, of which you have been provided with a copy.

SC3: The centre 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!

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 the maximum people stated below, attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending 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 eg. moving and stowing equipment, which should be kept as brief as possible. You will make sure that no more than one person uses 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 2 metre distance around them when going in and out of rooms and ensuring they can access the toilets 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 eg using a wide U-shape. You will return the furniture back to its original position prior to leaving.

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 [outside the downstairs toilets] before you leave the centre.



SC10: You will encourage users to bring their own drinks and food. The kitchen is closed to all users for the foreseeable future.

SC11: We will have the right to close the centre if there are safety concerns relating to COVID- 19, for example, if someone who has attended the centre 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 centre you should remove them to the designated safe area which is (the kitchen). 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 centre co-ordinator on [07545 399160].

SC13: Other special points as appropriate eg. for performances and other events with seated audiences: [You will provide attendants who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets in the interval row by row].

Where a group uses their own equipment: You will ask those attending to bring their own equipment and not share it with other members.

Our maximum capacity for each room is listed below for your reference:

Youth Room – 8 people

Small Youth Room – 2 people

Coffee Bar – 16 people

Old Library – 24 people

Main Hall – 40 people

Hirer Name:.....

Date:.....

Hirer Signature:.....

Group:.....