



Special Conditions of Hire during COVID-19 – February 2022

Note: These conditions are supplemental to, not a replacement for, the Fulbourn Centre's ordinary conditions of hire.

While the Government has signalled the ending of Covid restrictions from 24th February you are asked to observe the following requirements in order that more vulnerable people feel safe using the Centre.

SC1:

You, the hirer, will be responsible for encouraging those attending your activity or event to comply with the COVID-19 Secure Guidelines while entering and occupying the Centre, as shown on the attached poster (also displayed in the Foyer), in particular using hand sanitiser supplied.

SC2:

You undertake to comply with the actions identified in the Centre's risk assessment, of which you will be provided with a copy.

SC3:

You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they are unwell or anyone in their household has had COVID-19 symptoms in the last 48 hours, or if still in their self-isolation period following a positive test. If they develop symptoms within 5 days of visiting the premises, they should be encouraged to carry out a COVID-19 test and notify NHS test and trace if the result is positive.

SC4:

You will be responsible for regular cleaning of frequently used surfaces during your hire, paying particular attention to equipment such as tables, wash hand basins and kitchen sinks, using either the products supplied or ordinary domestic products. Please clean surfaces used before leaving. Please take care cleaning electrical equipment: Use cloths - do not spray!

SC5:

You will keep the premises well ventilated during your hire. You will be responsible for ensuring doors and windows are all securely closed on leaving.

SC6:

You will encourage social distancing between people who do not have regular contact with each other as far as possible.

SC7:

You will encourage mitigation measures such as face coverings if your event is likely to be busy or crowded and when using confined areas such as toilets and corridors, for the safety of others.

SC8:

You will take particular care to ensure that social distancing (or mitigation such as face coverings) is maintained with any persons likely to be more vulnerable to COVID-19, including for example ensuring they can access the toilets or other confined areas without compromising social distancing.

**SC9:**

You will arrange the room as far as possible to facilitate social distancing, for example: Seating side by side rather than face-to-face, at least one empty chair between each person or household group. If tables are being used by people from different households a wide U-shape is advisable.

SC10:

Please keep a record of the name and contact telephone number or email of all those who attend your event (or at least one member of any group who attend together). Records should be kept securely, for 3 weeks.

SC11:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the bins provided before you leave.

SC12:

Food or drink should if possible be consumed while seated.

SC13:

We will have the right to close the Centre if there are safety concerns relating to COVID-19, for example, if someone attending the Centre develops symptoms and cleansing is required, if it is reported these Special Hiring Conditions are not being complied with or in the event that public buildings are required or advised to close again. If that is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

SC14: For events which are likely to be busier or crowded you will take additional steps for Covid security. For example, operating a booking or queuing system, providing attendants or stewards who seat people, inviting people to use toilets in the interval row by row.

SC15: In order to avoid risk of aerosol or droplet transmission please avoid people needing to shout or raise their voices to each other, e.g., refrain from playing loud music at a volume which makes normal conversation difficult.

SC16:

If someone becomes unwell with suspected Covid-19 symptoms, arrange for them to go home. Make sure you have contact details for others in your group and then ask them to leave the premises. Advise them to launder their clothes when they arrive home. Inform the Centre Manager (fulbourncentrebookings@gmail.com or call 01223 880908).

SC17:

Other special points as appropriate.

E.g., Where a sports, exercise or performing arts activity takes place:

You will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity.

E.g., Where a group uses their own equipment:

You will ask those attending to bring their own equipment and not share it with other members or you will ensure that any equipment you provide is cleaned before use and before being stored in the Centre.