



SPECIAL CONDITIONS OF HIRE

Keep COVID-19 Safe



Please Note:

These conditions are additional to, not a replacement for, the hall's ordinary conditions of hire.

At this stage it is only user groups that will be allowed access to the hall under guidance from the Scottish Government. These Special Conditions will be revised as appropriate to follow the latest guidance.

SC1:

You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Guidance while entering and occupying the hall, as shown on the attached poster which is also displayed at the hall entrance, in particular 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 you have been provided with a copy. In addition to this your group will also be required to provide DJ Hall a copy of your risk assessment for the activity you are doing and what additional steps you are taking to maintain covid guidelines.

SC3:

A deep clean of the hall and a legionella check have been carried out prior to re-opening the hall. The hall will undergo a regular clean once a week. You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire before other members of your group or organisation arrive. You will also be responsible for keeping the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sink (if used), using either the products supplied or your own ordinary domestic products. You will be required to clean again on leaving. 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 the number of people at your activity/event is limited 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 e.g. moving and stowing equipment, which should be kept as brief as possible. You will make sure that no more than one person use each suite of toilets at one time, with the exception of children, or vulnerable persons.

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 1m 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.



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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 (where appropriate), rather than face to face. If tables are being used, you will place them so as to maintain a distance of at least 1 metres across the table between people who are face to face. Please note that for the time being the upholstered chairs in the Main Hall are not to be used unless in exceptional circumstances previously agreed by the committee.

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 main foyer before you leave the hall.

SC10:

For the time being, we are requesting you consider whether food and drink is necessary for your activity. If so, you will encourage users to bring their own drinks and food. The kitchen is to be accessed for water from the sink only. Crockery and cutlery in the hall kitchen is not to be used. Disposable plates, cups, cutlery should be used if required, and removed from the hall at the end of your session.

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 for the time being is the kitchen. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for hand washing. 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. Immediately inform a member of the hall committee, details are provided on the main notice board.

Victoria Diamond Jubilee Hall Committee
August 21