

Cottenham Community Centre Special Conditions of Hire during COVID-19

These conditions are supplemental to our standard [Lettings Regulations](#)¹.

- 1.** You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hired space, as shown on the attached poster and displayed at Community Centre entrances. These guidelines cover basic actions such as maintaining social distancing, sanitising hands and cleaning.
- 2.** Please ask users not to arrive more than 10 minutes before your activity and to wait outside, socially distanced, until you invite them in. [Face coverings](#)³ must be fitted before entering the premises and kept in-place throughout the hire period except where government guidance allows their removal, for example to eat or drink or to exercise. Advise users to each bring a clean bag to contain their personal belongings which they should keep close to them whilst on the premises.
- 3.** You undertake to comply with the actions identified in the Community Centre (hired space) risk assessment, of which you have been provided with a copy. If you have prepared your own risk assessment, you will provide us with a copy. We will not assume responsibility for your own risk assessment or any part of it. In addition, where available, you will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity.
- 4.** You are asked to keep a record of the name and contact details of all those who attend your activity for a period of 3 weeks and if required to provide these records to [NHS Test and Trace](#)⁴.
- 5.** You will make sure that everyone likely to attend your activity understands that they **MUST NOT ATTEND** if they or anyone in their household has had COVID-19 symptoms in the last 10 days, and that if they develop symptoms within 2 days of visiting the premises they **MUST** use the Test and Trace Service to alert others with whom they have been in contact and inform you who must then inform a member of CCC staff or a Trustee.
- 6.** You will be responsible for cleaning all touchpoints (eg. door handles, switches/controls, toilet flush handle & seat, wash basin & taps) and all surfaces likely to be used during your period of hire **before** those attending your activity arrive and again **after** your activity ends. If the kitchen is used then your cleaning responsibility extends to all surfaces and all kitchen equipment which is used. For longer activities, regular cleaning of touchpoints and surfaces may be required. You may use either the products supplied or your own antiviral products.

Please encourage class members to not touch the floor with bare skin and ensure that shoes, slippers, or non-slip socks are worn when moving off of mats. Any areas touched will need to be included in your post-activity clean.

Any equipment you supply should be cleaned before bringing it onto the premises and again before removing it.

You may decide that the toilets should not be available to your class members. In this case please bring signs to indicate that the toilets are closed. In the event of use, they must be cleaned before and after.
- 7.** 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 that doors and accessible windows are all securely closed on leaving – unless we advise otherwise (generally windows and doors should remain open between same-day hires).

8. You will ensure that the numbers attending your activity allow social distancing of 2m to be maintained between household groups. As a guideline, the maximum capacity of our spaces when considering single person household groups is: **20 for the Hall, 9 for the Studio and 30 for the Coffee Shop.**

You will ensure that everyone attending observes the direction system within the premises, and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas or moving and stowing equipment.

9. 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.
10. You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or household groups or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face-to-face, and good ventilation. If tables are being used, you should place them so as to maintain social distancing across the table between people from different household groups who are face-to-face.
11. You will be responsible for the disposal of all waste created during your hire, including tissues and cleaning cloths; please use the waste bins provided.
12. During Coffee Shop opening hours, our team will be happy to supply pre-ordered food and drink during your activity to your hired space. All orders will be charged at normal Coffee Shop prices. You will encourage users to bring their own bottle of water. You will be responsible, should food or drink be made other than by Community Centre staff, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will bring your own clean tea towels, to reduce risk of contamination between hirers, and take them away. We will provide washing-up liquid and cloths.
13. In the event of someone becoming unwell with suspected Covid-19 symptoms you should remove them to the designated safe area which is the **unisex family toilet at the rear of the premises**. Signage is provided to temporarily designate this space for this purpose. We will provide tissues and a bin or plastic bag, and warm soapy water for handwashing. Ask others in your group to provide contact details if you do not already have them and then leave the premises, advising them to launder their clothes when they arrive home. Inform the Coffee Shop staff or contact the Community Centre, 01954 202109 (alternative emergency contacts listed below).
14. In order to avoid risk of aerosol or droplet transmission you must take steps to avoid people needing to unduly raise their voices to each other, eg. refrain from playing music at a volume which makes normal conversation difficult.
15. We have the right to close the hired space if there are safety concerns relating to COVID-19, for example if a user develops symptoms and thorough cleansing is required or if it is reported that these Special Conditions of Hire 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. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

Emergency contacts:	Mike Smith	07896 194291	01954 251915
	Richard Gymer	07900 334617	01954 252902
	Sue Bainbridge	07876 761599	01954 251202

References:

(1) Cottenham Community Centre, Lettings Regulations:

https://www.cottenhamcc.org/coffeeshop/wp-content/uploads/CCC_Lettings_Regulations_Full_Version_v5p1.pdf

(2) COVID-19: Guidance for the safe use of multi-purpose community facilities:

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>

(3) Face coverings: when to wear one and how to make your own:

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

(4) NHS Test and Trace: how it works: <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

I confirm that I have read and can comply with these conditions.

Hirer: (activity, name and signature)

Date: