

ST AIDANS CHURCH COMMUNITY HIRE

HIRER'S ADDITIONAL TERMS AND CONDITIONS DURING THE CORONAVIRUS PANDEMIC. 7.8.20

1. All hirers will be given a copy of the 'St Aidan's Risk Assessment for Safe Operation' and asked to sign these additional terms and conditions before the let takes place.
2. Each group must provide its own specific Risk Assessment to a representative of the Church, which must be agreed to adhere to working safely Covid guidelines.
3. The Church management have the right to be flexible with bookings during the initial period of reopening. This will mean that groups may not be able to meet on a weekly basis to start with; the frequency of hire will depend on the numbers wishing to restart their group and the Church management being able to facilitate a thorough clean between bookings.
4. Group leaders will be required to keep contact details of attendees to support the NHS Test and Trace programme. Wearing a face mask on entry to the group.
5. Some groups will not need to wear a mask during the group session, eg, children's drama and keep fit. However other groups will be required to wear a face mask during the group time.
6. All hirers must adhere to the maximum number of people in any room at any one time. This is currently 20 in the main hall, when the double doors are opened as for a worship service.

19	Main hall when the dividing doors are closed
4	Stage room
2	Vicar's vestry
1	In each toilet area
2	In the tiled hall area
1	Kitchen



7. All hirers must comply with safety signage around the Church and use the sanitizing stations provided.
8. Groups must organise a safe entry and exit to the building, including a suitable 2m queueing system outside. We advise entry through the first side door and exit from the double doors in the church hall.
9. Group leaders are responsible for cleaning any touch points, door handles; light switches etc. and wiping down the kitchen, on arrival and before leaving the building. Using their own cleaning products as recommended by Public health England.
10. Payment and bookings for hire must be made as per the usual terms and conditions, no cash payments are permitted, BACS transfer or cheque only please.
11. Any organisation found not to be following either the risk assessments or the additional guidelines will be denied any future bookings.
12. These terms and conditions must be read in conjunction with St Aidan's Church usual terms of hire.

I have read and agree to the above Covid safe additional terms and conditions for the hire of St Aidan's Church.

Name of organisation

Print name of group leaderDate.....

Signed name of group leader Date.....