



Hiring Agreement with Covid Special Conditions

To comply with Covid-19 Government advice, the ECA Trustees wish to ensure all users can be assured of a safe and sanitised environment in which to return and access the facilities. Please note the additional Covid Special Conditions to the Hiring Agreement. These may be subject to change at any time in line with Government Guidelines and are supplemental to, not a replacement for, the Ordinary Conditions of Hire.

Ordinary Conditions of Hire

1. Making a Booking

Bookings may only be made by a person aged 18 or older (the hirer) who must **sign this hiring agreement and return it to the office. A cash damage deposit of £50 is also required for party bookings.** Preparation of rooms and/or their restoration may be possible and must be paid for at the time of booking. The Council of Management reserves the right to recover the costs of repairs and/or cleaning from the hirer if premises are left in disrepair. Payment for one off bookings should be made 4 weeks before the hiring date by cash or cheque. Cheques should be made payable to "Emsworth Community Association".

2. Cancellation of a Booking

The hirer is required for to pay for facilities which have been booked, whether or not they have been used, unless 3 days notice of cancellation is given in writing, by email or telephone, to the ECA office. The Council of Management reserves the right to cancel further bookings if these hiring conditions are not adhered to or, on giving due notice, for essential maintenance or other purposes.

3. Insurance and Other Responsibilities of the Hirer

Hirers are responsible for ensuring that they have appropriate insurance to cover their activity. **All commercial (for profit) hirers must have their own Public Liability Insurance.** Leaders of classes are required to hold relevant qualifications. Leaders of groups which include young or vulnerable people are required to have relevant police checks (e.g. from DBS). Leaders of sporting and physical activities should hold a First Aid qualification and must have adequate Insurance to cover their activities.

4. Emergency Procedures

Hirers must be aware of the location of fire and emergency exits. These must remain clear at all times. Should an emergency occur, Hirers and persons in their group must follow the **FIRE ACTION NOTICE** instructions. These are located near all emergency exits. Hirers must be aware of the number of persons in their group, ensure that all leave the building and muster at the **ASSEMBLY POINT**. Hirers must, if possible, advise the Fire and Emergency Service should any persons be missing. Hirers should, if possible, assist those in their group who could experience difficulty in proceeding towards the exits. Prior to each session the Hirer must advise the group of the emergency procedure above. Hirers agree to accept the *responsibilities outlined above by signing this Hiring Agreement*

5. Health and Safety

The number of permitted persons in each room must not be exceeded. Flammable, dangerous or illegal substances are not permitted on the premises. Smoking is not permitted inside the building. Any electric equipment used by the hirer must be PAT (Portable Appliance Test) certified. All cases of accident or illness must be reported to the ECA office as soon as practicable.

6. Usage

The hirer may use the accommodation booked for the agreed purpose and period only. Prompt vacation of the accommodation is required. The hirer is responsible for leaving the rooms hired in good order, i.e. clean and with furniture and equipment in the right place. Cleaning equipment for your use can be found in the cupboard the Reception Area and in the Mountford Corridor. **Any rubbish produced by the hirer must be collected and taken home.** Confetti is not permitted on the premises and stiletto heels are not permitted in the Lumley Room. Controls for the central heating systems must not be altered. The hirer must ensure that no disturbance is caused to other users or to those living nearby.

7.0 Alcohol

Alcohol must not be sold unless a licence has been obtained. Alcohol must not be sold or allowed to be consumed by any person aged under 18.

8.0 Vacating the Premises

The hirer must ensure that lights (other than emergency lighting) are turned off when leaving. Windows and exterior doors must be closed if the building is left empty. If one of the kitchens has been used, surfaces and utensils used must be left clean and in the right place. Taps, ovens, hobs and heaters must be turned off.

9.0 Emergency Contact

In case of an emergency concerning your use of the building, please call our caretaker Brian Edwards-Picknett on 01243 377389 or 07793 112298. If he is not available, please try one of the Officers whose numbers are on the Emsworth Community Association Notice Board in the Reception Area.

Covid Special Conditions of Hiring *(issued 16 September 2020)*

Note: These conditions are supplemental to, not a replacement for, the centre's Ordinary Conditions of Hire.

A Risk Assessment for Emsworth Community Centre is available (at <http://www.emsworthcommunitycentre.org.uk/>) but may be subject to change at any time in line with Government Guidelines.

The building will be thoroughly cleaned/sanitised each morning (Mon-Fri) by the ECA cleaners before the Centre opens. The clean will include regularly used surfaces, toilets and floors. Sanitiser or soap and water will be available on entry to the centre.

Access will only be allowed during the specific time of hire. Persons waiting to join a group should adhere to social distancing at front of building, or remain in vehicle, until the Group Leader opens the entrance and leads them directly to their room.

SC1. A Group Risk Assessment will be Required from all Hirers for all usage; a sample risk assessment is available on our website for adaptation. This is to be submitted to the ECA Office at least one week before the intended usage. Hirers will undertake to comply with the actions identified in the centre risk assessment, of which you will have either been provided with a copy or a link to where it is displayed on our website.

SC2. People MAY NOT ATTEND if they have possible Symptoms of Covid

- Hirers will make sure that everyone likely to come to their activity or event understands that they **MUST NOT ATTEND if they or anyone in their household has had Covid-19 symptoms**, or any other acute respiratory symptoms (such as a new continuous cough, a high temperature, a change of sense of smell or taste) in the last 48 hours, and that if they develop symptoms within 10 days of visiting the premises they **MUST** use the Test and Trace system to alert others with whom they have been in contact. They **MUST** get a COVID-19 antigen test.

SC3. Covid Secure Compliance

Hirers will be responsible for ensuring those attending their activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the Centre.

In particular at Emsworth Community Centre, Hirers should:

- a) Request that their class wait outside the main entrance until they are ready to welcome their complete group into the building.
- b) Ask that their class put on a face mask before entering the building.
- c) Ask everyone to use the hand sanitiser (provided at the main entrance).
- d) Lead their group directly into their room and follow the relevant Covid guidance for their chosen activity.
- e) Ensure their group continues to wear a face mask, unless covered by a 'reasonable excuse' [click here to link through to the latest Government advice on face masks](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) (<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>)
- f) Notify their group that the Centre operates a one person in a toilet area at any time policy for Covid safety reasons and that Hirers should direct them to use the nearest toilet to their room.

- g) Remind their group at the end of the session to sanitise their hands and put on their mask before leading them to the nearest appropriate exit.
- h) Ensure their class does not spend time 'socialising and mingling' around the Centre, and ensure their 'class bubble' is maintaining social distancing at all times.

SC4. Cleaning and Sanitising

The centre will be cleaned every morning (Mon-Fri) and **Hirers will be responsible for cleaning all regularly used surfaces before and after the period of hire** (including tables, light switches, door handles) using your own ordinary domestic products (containing 0.5% hydrogen peroxide or a detergent). Take extra care using cleaning electrical equipment. Use disposable cloths - do not spray! Whilst the Centre will have sanitiser at the entrance, **Hirers will need to provide hand sanitiser** for the group to use in the room and before exiting.

SC5. Ventilation

Hirers will keep the premises well ventilated throughout the hire, with windows and doors (except fire doors, which are required to be kept shut) open as far as convenient. Hirers will be responsible for ensuring they are all securely closed and cleaned on leaving.

SC6. Safe Attendance Numbers

Hirers will ensure that no more than the agreed number of people (to be included in the Hirer's Risk Assessment) attend the activity/event, in order that social distancing can be maintained. Hirers will request that everyone attending maintains 2m social distancing while waiting to enter the premises and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible.

SC7: Social Distancing

Hirers 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, or other confined areas without others being present. Please note the kitchen areas are out use during the Covid period.

SC8: Room Layout

Hirers will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or groups of up to two households 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, Hirers will place them so as to maintain social distancing across the table between people from different household groups who are face-to-face.

SC9: Register for Track and Trace

Hirers are asked to keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks/21 days after the event and provide the record to NHS Track and trace if required. Hirers are expected to do so within the guidance of GDPR and Data Protection legislation. If the Hirer is found poorly themselves, they must arrange a safe way of contacting their group(s).

SC10: Safe Disposal of Rubbish

Hirers will be responsible for the disposal of all rubbish created during the session(s), including tissues and cleaning cloths, taking all rubbish away securely when they leave the centre.

SC11: Consumption of Food and Drink

Hirers should advise their group to bring their own drinks, as both ECA kitchen areas will be out of use and all cups, glasses, crockery, utensils and cutlery will not be available.

SC12: Centre Closure

ECA Trustees will have the right to close Emsworth Community 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 Hirers promptly and you will not be charged for this hire.

SCI3: Suspected Case of Covid

In the event of someone becoming unwell with suspected Covid-19 symptoms whilst at the centre, they should go home immediately to self-isolate and book a Covid Test. If they need to wait for a lift, they should mask up and wait outside the building. Hirers will need to have extra tissues, sanitiser and bin bags for any waste in caring for their group member (all suspected Covid waste needs to be double bagged taken off site and rested 72 hours before being safely disposed of). Hirers must escort the rest of the group out of the Centre, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes as a precaution when they arrive home. Hirers must inform the ECA Centre Office immediately, or if the office is closed please contact the emergency contact(s) that are displayed inside and outside the building. The Hirer will fully ventilate the room and clean the areas and contact points that the individual with symptoms has touched to bring it back into use.

SCI4: Noise Levels

In order to avoid risk of aerosol or droplet transmission Hirers must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

SCI6: Other Special Points as Appropriate:

16.1 Where a sports, exercise or performing arts activity takes place: Hirers will organise activities in accordance with guidance issued by the relevant governing body for the sport or activity.

16.2 Where a group uses their own equipment, Hirers will ask those attending to bring their own equipment and not share it with other members wherever possible. Hirers will avoid using equipment which is difficult to clean, as far as possible. Hirers will ensure that any equipment you provide is cleaned before use and before being taken home or stored in the storage if this has been agreed with the Centre.

16.3 Where a group uses Centre equipment (e.g. table tennis), the equipment this must be cleaned before and after use and returned carefully to the storage room.

Name of Hirer (caps) _____ Signature _____

Hiring Group Name _____

Date _____

Hirers agree to accept the conditions and responsibilities outlined in this Hiring Agreement, with Special Covid Conditions, by signing* this agreement and returning it to the ECA office.

**** Confirmation by email that you agree to the terms of the Hiring Agreement and the additional Covid Special Conditions will be taken as agreement to the terms and conditions.***