## Caerwent C. C. Third party Hire agreement (COVID)

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| Hirer: |  | |
| Reason for hire |  | |
| Date of hire: |  | Time: |

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| --- |
| Room and facilities agreed for use: |
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By signing this agreement, you confirm that you accept the terms laid out in this policy relating to the facilities management processes in the light of COVID-19; and also that you agree to the terms expected of you as the hirer.

#### Terms of hire:

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| --- | --- |
| * You will record a contact list of all persons attending the centre during your hire and maintain it for 21 days under COVID Test and Trace regulations. |  |
| * You will ensure that no more persons are admitted to the centre than allowed by the centres designated COVID plan (attached) and/or as allowed by government exception under regulation. |  |
| * You,so far as is reasonable will encourage all those attending should be symptom free, not self-isolating or in quarantine, and are not advised to be self isolating. |  |
| * You will abide by the measures specified around zoning,use of areas and admission to the building and appoint stewards to aide compliance of all persons. |  |
| **You will submit for scrutiny to our committee or its designate a Risk Assessment and Code of Safe Practice pertaining to your group meeting/ activity that takes into account our COVID Policy and current government COVID regulations prior to a hire agreement signing. The** committee reserves the right to spot check hirer compliance by its designate to these guidelines and in the event non compliance is evidenced to withdraw the agreed hire. |  |
| * Agree to the details and stipulations laid out in the guidelines |  |

I understand the need to record details of all persons attending this hire under Test and Trace COVID regulation and acknowledge I will be the point of contact in respect of same should the need arise.

I have been made aware of the buildings Fire precautions ,Safeguarding Policy and terms and conditions documents

Signed on behalf of the hirer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Print Name...

Signed on behalf of Caerwent Community Centre: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date

Centre use guidelines for COVID. Doc Update DML 8/3/2021

Because of COVID-19 we are having to organise our Hire arrangements differently. Please find below the guidelines for using Caerwent Community Centre during this time.

* The number of persons attending the centre should not exceed the centres designated room totals as per the attached plan for the centre. This plan is made under the two metre rule. Where COVID regulation or exception allows ( for instance for children under 11 years) these numbers may be exceeded. It is the responsibility of the hirer to ensure so far as is possible their groups’ compliance with the measures in place.
* It is the responsibility of the individual hirer, club or organisation using the centre (since CCC will have no staff on premises) to record details of all persons entering the centre and maintain them for a period of 21 days for the purposes of COVID Test and Trace regulations.
* **We would ask that prior to attendance you designate stewards to encourage Social Distancing of the party and to encourage the use of alcohol hand gel .**
* **These stewards should also ensure that no persons unless designated go into red zone areas,**
* **oversee movement of persons in the building in line with the zone system plan provided**
* **and ensure toilet management if required. Ensuring sanitising of same after use by the sanitisers provided and that any surfaces regularly being touched are sanitised as required and/ or sanitised prior to departure.**
* No food or refreshments are allowed within the building. We recommend those attending bring bottles of water and take them away with them.
* The toilets will be of course be available, but only for one person at a time and we ask that use is limited where possible. Apply alcohol hand gel when entering and exiting the toilet facilities.
* All those attending are asked to respect Social Distancing when in the centre and at all times when waiting, entering and departing the building
* Please also make sure you are aware of the government guidelines relating to gatherings under COVID restrictions issued within Wales, Should these guidelines change regarding the number of attendees allowed, any additional restrictions implemented by the government or should another lockdown be introduced, the centres management committee will have to adjust the arrangements accordingly. You, so far as is reasonable will ensure all those attending should be symptom free, not safe isolating or in quarantine, and are not advised to be self isolating.
* Ventilating the building via fresh air flow (as opposed to recirculated air) is recommended where practicable. You should assess Safeguarding measures ,prevailing external temperatures and weather conditions at the time of use and consider achieving what fresh air flow you can by opening windows and/or doors.
* You should quickly check and prepare the building for use ahead of larger group entry.
* Internal doors to the games room, meeting room and beyond to the sports hall should be wedged open. This allows: Free passage and circulation of fresh air ,avoids cross contamination via door handles and alleviates the necessity for constant cleaning after use of same.
* In cold weather use of the large fan heater in the sports hall is recommended to quickly heat the building half an hour ahead of a groups use.
* There will be waste bins and liners provided in the hallway. At the end of building usage you should seal any waste material in liners and take it away with you.
* As per government directive September 14th 2020 Masks shall be worn indoors.
* Please ensure all doors are closed and the premises secured prior to departure.

Each individual organisation or user group has a responsibility to safely plan their operations at the centre. This document does not cover group specific use

**A scan the QR poster is displayed at the centre to check in using the NHS App for Caerwent Community Centre NP26 5NS**

**If required**