

Totton & Eling Community Centre Room Hire Rules

Keep 2 metres apart

Please complete the following;

Contact Details: Name, Address, Phone & Email

Organisation

Your Position in the Organisation

The activity you wish to use the building for:

Any **No** answers to the following mean we cannot take your booking.

Is your activity now permitted in Government Guidance? Yes/No

Will your activity maintain 2 metres distancing between non-household members? Yes/No

Will you make hand sanitiser available to persons attending? Yes/No

Please sign to confirm that you understand and will,

- sanitise all shared equipment, including furniture, between each user,
- inform the Centre Manager if any of the toilets are used,
- sanitise all surfaces that may be touched by your visitors at the end of the booking,
- keep noise levels low. Avoid shouting and singing,
- follow the instructions of the Centre Manager,
- keep a record of the date and the time of the event,
- keep a record of the contact details of all those attending.
- The kitchen and kitchen equipment may only be used with permission from the centre manager

Signed

Name

The hirer must understand ALL relevant COVIC-19 rules and to ensure that they are followed.

Please note no changing of clothes will be permitted on site.

Notes

1. Please keep 2 metres apart.
2. Wash your hands and/or use sanitiser on entry to the Community Centre and as often as is necessary.
3. The wearing of masks is advised, but not compulsory.
4. Shouting or singing is not permitted.
5. No one will be permitted to enter the Community Centre if they show any signs of infection.
6. The kitchen is 'out of bounds' except with the centre manager's explicit permission.
7. If a kettle or water boiler is used it must be sanitised after use.
8. No cups, glasses, crockery, cutlery etc may be used from the kitchen. Hirers must provide their own.
9. Please keep the room as ventilated as possible by opening windows and doors.
10. All touch points must be sanitised after use.
11. Please report any issues to the centre manager.

Please contact the centre office at anytime if you have a comment or issue to discuss.

tandeca@hotmail.co.uk

023 8086 3769