

	Armoury Village Hall - Newnham
	CONDITIONS of USE for all hirers during COVID-19 pandemic
1	You are using the hall at your own risk
2	You must wear a mask whenever you are inside the building
3	You must try and keep at least 2 metres away from any other user.
4	You must clean all contact points, switches and surfaces before and after use. This cleaning can take place outside the time for which you will be charged for hiring the hall, so that the time you take to prepare for your activity will be free as well as the time you take to clean up afterwards.
5	Every hirer and user is to complete and sign the ABSENCE OF COVID - 19 SYMPTOMS/TRACK & TRACE form, which will be kept on a separate table in the entrance hall. A new sheet is to be used by the named hirer at the time of every visit. The hirer will be responsible for seeing it is properly completed and signed by all the members of their group. They will also be responsible for returning the completed form to the file on the table.
6	If you have any equipment that you use, please bring it with you and take it away when you leave. If you have anything that the committee has agreed can be kept in the hall, then it must be put away in a sealed bag or box and appropriately labelled at the end of the session.
7	You are only to enter the room you have hired.
8	The maximum number of people for each room will be as follows:-
9	Upper Hall - 100 sq.m. - maximum capacity - 12 people
10	Lower Hall/Library - 68 sq.m. - maximum capacity - 4 people
11	Library office - 7 sq.m. - maximum capacity - 2 people
12	The kitchen, and both the ladies and gents toilets will be sealed off and MUST NOT to be used
12.5	If you wish to eat or drink during your session you must bring all your own food, drinks, cups and plates; and take them away with you when you leave. You must not use the kitchen.
13	No notices will be allowed on any of the notice boards to reduce the risk of people congregating near one another.
14	Upper hall chairs - none of the fabric covered chairs are to be used and a maximum of 12 stackable plastic chairs will be available. This will help reduce the requirement to clean everything.
14.5	Lower hall chairs - only one chair is to be used per table. No chairs are to be removed from the cleaners cupboard. Some tables and chairs will be set aside and labelled "Not to be used".
16	The disabled wc is only to be used in an emergency. If it has to be used, then spray and wipe the toilet before and after use. Then put the used wipes and gloves in a disposable bag which you must take away with you at the end of your session.
17	Wipes will be available for cleaning the electrical switches and sprays for all the other contact surfaces, keys, handles and handrails.
18	Hand sanitisers will be placed at the entrance to the building and to each room. They must be used on entering or leaving the room or building
19	There will be no rubbish bins in the building - you must take your own rubbish home.
20	The Armoury Village Hall will only be deep cleaned once a week - most likely on a Sunday
21	It is recommended that if possible you should keep left in hallway and give way to people coming up the stairs. If you can leave doors and windows open as much as possible, that will also reduce the risk of catching the virus.
22	The library is to have disposable gloves available and allow no more than two people to browse the bookshelves at any one time.
23	All books that are returned must be isolated for a minimum of 72 hours, before they are handled.
	Armoury Village Hall COVID-19 free & Conditions of Use - March 2021