

## CHESWICK GREEN VILLAGE HALL MANAGEMENT COMMITTEE

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### WELCOME BACK

We have tried, as far as possible, to make the Village Hall Covid-19 secure so that you can return safely. Please follow ALL instructions and advice when using the Hall as they are for your benefit even though they may seem somewhat 'over the top'. When in doubt, use your common sense.

All hirers **MUST** comply with the following **EACH** session:

- Wipe down with disinfectant wipes all hard surfaces your group may use. These include door handles, tables, chairs, taps, kitchen work tops etc both before and after your session. We do not have a cleaner who will come in to clean between sessions so the responsibility for this lies with you.
- Keep contact details for **ALL** people who attend your sessions for 'Track and Trace' purposes.
- Follow the current social distancing guidelines. We have not marked this out in the hall as each group operates differently.
- When hired separately **LARGE HALL – Maximum 25** **SMALL HALL –Maximum 12. But if you hire both halls then the maximum is 30.**
- No more than **one** person at a time to use the Gents toilet and **two** for the Ladies. Those waiting to use the toilets must wait, socially distanced, in the entrance hall. If you cannot socially distance then wear a face covering.
- People should come appropriately dressed for your activity. They must not get changed in the Hall or toilets.
- If you are using the kitchen facilities then only allow **ONE** person to be in the kitchen.
- If you use your own equipment then you are responsible for ensuring that it is adequately sanitised for each session.
- People should not congregate on the premises to socialise after the session has finished. For children's groups, parents must wait outside to drop off and collect their child. This should be no different to what is expected at the school gates.
- Hall dimensions Large Hall 11.3m x9.1m (103sq.m) Small hall 6.3m x7.8m (49sq.m)
- There will be no charge for extra time needed to clean before and after hire.

We will provide appropriate sanitising and cleaning materials for your use or, you may want to provide your own. Please make sure that you finish your session and vacate the Hall promptly as another group may be following you and they need time to prepare.

Thank you for your support.

Cheswick Green Village Hall Management Committee