

**MARLOW COMMUNITY ASSOCIATION**

**Additional hire conditions relating to the Covid-19 pandemic – January 2022**

Marlow Community Association ("the Association") is proud that we have maintained Liston Hall as a Covid-safe environment and will continue to use all reasonable endeavours to ensure the health and safety of everyone entering their building.

Hirers and event organisers ("the hirers") must also be aware of their responsibilities to everyone involved. With this in mind, there remain some changes in how the building can be used and additional booking conditions that hirers will be required to follow. The normal Booking Conditions still apply; however the conditions here take precedence if a contradiction arises.

From time to time in response to updated government or other guidance, MCA may make justifiable changes to these conditions at short notice. Under these circumstances, amendments will be publicised on the listonhall.co.uk website and hirers with imminent bookings will be notified by the office. Acceptance of such changes is implied when this form is signed. It is hoped that such changes will be to relax restrictions, rather than impose a stricter regime. If in doubt please contact the office for up-to-date advice.

The Association will

- at all times comply with government & local guidance. This may limit the types of event and/or the maximum numbers who may attend.
- undertake cleaning of the building on a daily basis paying particular attention to door handles, light switches and other frequently touched surfaces.
- provide hand sanitisers throughout the building for use by everyone.
- only permit the hiring of the halls and facilities if all the booking conditions, both those in the booking form and those stated here are accepted and signed by the hirer.
- reserve the right to refuse any booking and/or withhold the security deposit if any breaches of conditions occur or if it is felt that the event will or has introduced avoidable risks.
- reserve the right to change these conditions or to close the hall at any time without prior notice

The Association will not specify any conditions purely on the basis of vaccination status. Hirers may choose to do so if they wish.

The hirers will:

- at all times comply with relevant regulations and guidance as well as capacity limits and other restrictions that may be specified by the Association. Hirers should contact the office to confirm the current capacity limits and any other relevant restrictions.
- if asked, provide all requested information concerning their event.
- ensure ALL attendees are aware of the conditions of hire and, as much as possible, ensure compliance.
- prevent attendance by anyone who has tested positive for Covid 19 in the previous 10 days, is awaiting the result of a test or is showing suspected symptoms. In addition, they should advise against attendance by anyone in a household where someone is self-isolating due to symptoms or diagnosis.
- maintain a register of all attendees including organisers. This register must be delivered to the office immediately after the event to assist in any track & trace activity that might be necessary. It is recommended that the hirer keeps a copy for the same purpose.
- manage access and movement within the building as described in the section below on Access Routes and Zones. Access to areas other than those within your booked zone should be discouraged.
- maximise ventilation by opening all available doors and windows. Attendees should be advised to wear appropriate clothing.
- ensure that all available hygiene measures (sanitiser etc) are used by all attendees.
- ensure that all attendees including organisers wear face coverings that cover the nose and mouth at all times, unless medically exempt, actively eating or drinking or aged 12 or under.
- ensure that as much as possible, attendees stay in small groups and minimise interaction with others.
- as far as is feasible, clean equipment, furniture and other touch points used in the course of the event.
- strictly observe the isolation procedures described below if anyone shows symptoms while attending the event
- bag up and take away all waste in the kitchen or other rooms including sanitizing wipes, masks, gloves etc. The bins in the toilets will be emptied during daily cleaning.
- notify the Association immediately if any attendees subsequently report Covid-19 symptoms or test positive for the disease within 7 days of the event.

**By signing the booking form and this document, the hirer accepts responsibility for ensuring that the event is conducted at all times in the manner described.**

Organisation, date & time of event .....

Name of hirer..... Signature ..... Date .....

5 January 2022

## **Access routes & zones**

It is not possible to eliminate shared spaces altogether, but to minimize interactions between different groups, we have designated access routes for each room and divided the building into zones.

For the Main Hall & Garden Room, initial access for the key holder will be through the main door and entrance hall as usual. At the end of the hire when all other attendees have left, the key holder should lock all outside doors, wipe down door handles and light switches and exit through the main door, following the usual locking up procedure.

For all other attendees and for bringing in/taking out equipment:

Queuing to enter or waiting in the building to pick up attendees is not permitted. All should be warned to wear appropriate clothing for queuing outside. Anyone waiting outside should observe social distancing or stay in their cars.

Main Hall - access will be via the emergency exit double doors out towards the carpark. Attendees should use the main toilets – see below.

Garden Room – access will be via the main door & entrance hall. Attendees should use the main toilets – see below.

Thames Room – access will, as usual, be via the steps and the external door. Attendees should use the uni-sex toilet in the corridor at the back of the building.

Bruce Room – access is via the external door beyond the Thames Room steps. If the Bruce Room is hired in association with the Thames Room, access can be via that route. Attendees should use the unisex toilet that is shared with the Thames Room.

Hand sanitisers are provided inside each access door and should be used by all attendees on every entry and before touching equipment and furniture.

## **Isolation Procedures**

If anyone attending an event shows symptoms or is suspected of carrying the virus, the following actions MUST be taken immediately:

- Isolate the person concerned and others from their household as far as you can within your hired space.
- Make sure you have the name & contact details of everyone else attending the event
- End the event. Advise that everyone takes a lateral flow or PCR test in the next 2 days, and encourage them to report the result to the NHS. Undertake to notify them if Covid-19 is found not to be present.
- Get everyone to leave the building by the designated access route as quickly as possible while wearing masks and maintaining social distancing.
- If you are in the Garden Room or Hall and the other room is in use, notify the organiser of the other event.
- Subject to medical advice, do your best to ensure the safe return home of the affected person without putting yourself or anyone outside their household at risk.
- Notify the Association immediately using one of the emergency numbers given on the noticeboard in the entrance hall.

## **Booking & payment**

Please use phone or email to contact the office if you can, including to check current capacity limits.

All potential hirers can check availability in the online booking system – see [listonhall.co.uk](http://listonhall.co.uk) for the link.

If you represent an MCA section or affiliate, please use Skedda, the online booking system. An account can be easily set up if you don't already have one. There is no need for you to also complete a paper booking form. A user guide is available and training can be provided.

A booking form can be downloaded from the website or emailed on request from the office. The form can be filled in electronically (a name is acceptable in place of a signature in this case) and returned by email. Alternatively it can be printed off, completed and returned to the office as a scanned email attachment or as a paper document.

Each booking will be assessed to ensure that it will be conducted in a way that complies with the law and current guidelines. As stated in the mandatory conditions, the Association reserves the right to refuse any booking that is or might be in contravention of the conditions.

Payments of booking deposits, hire fees and security/key deposits can be made by BACS transfer or by debit or credit card over the phone to the office. If you make a payment in person, a debit or credit card is preferred.

Please note - Liston Hall's cancellation penalties as stated in the normal Booking Conditions are in force. However if the local or government rules change and MCA has to cancel paid-for bookings, refunds will be given.

## **Toilets**

Users should wash hands on entry before using the facilities and before leaving. Hand sanitiser is available in the corridor for use after touching door handles.

Main toilets – shared between Hall & Garden Room

The Disabled toilet is available for use as needed by those in the Hall or Garden Room.

Unisex disabled toilet – for all users of the Thames Room & Bruce Room

## **Kitchen**

Masks should be worn at all times when using the kitchen.

The number of people entering the kitchen should be minimised. All users should wash their hands on entry and again immediately before leaving. All surfaces, hatches, cupboard doors, taps and other equipment that have or may have been touched should be wiped down with disinfectant wipes or spray after use. Hand sanitiser is available in the corridor for use after touching door handles.

If the kitchen is being shared between the Garden Room and the Hall, users must observe social distancing at all times and avoid sharing any equipment or spaces. Each group should use only the sink nearest their room.

All cups, saucers, plates, jugs etc used must be washed in the dishwasher or thoroughly washed up with hot water and detergent. After washing, items should be touched and put away with just-washed hands. Instructions for use of the dishwasher are provided – it needs to be turned on half an hour in advance to heat the water. Dishwasher detergent is dispensed automatically.

The cleaning requirements above apply even if the kitchen is used only to get a drink or fill a water bottle. Doors, taps, cupboards, handles and surfaces should be wiped down.

## **Cleaning**

As previously stated, the Association will use all reasonable endeavours to ensure the hall is and remains a safe environment for staff and members of the public. However it is not practical to undertake a full clean between each hire. The Association will provide hand sanitising dispensers and solution throughout the building, soap and paper in the toilets and washing up liquid and paper towels in the kitchen. Beyond this provision, the Association will not provide cleaning materials for hirers to use.

Responsibility therefore rests with hirers to provide the necessary materials for cleaning as described below after their event. If they wish to clean before the event as well to further protect their own attendees, that would be welcome.

The customary hour between standard sessions provides sufficient time for cleaning. The timing of non-standard sessions will be considered on a case by case basis to ensure sufficient time is available for hirers to clean between bookings.

## **During an event**

The hirer must do their very best to ensure the safety of all involved in their event, and those who use the hall after them. Social distancing, avoidance of face to face interaction, face masks, one way systems and all aspects of hygiene should be considered and used as appropriate.

All attendees should be made aware in advance of how the event will be organised so they can identify possible risks to their own or others health. In addition, all attendees should be made aware of the expectations for their behaviour. The Association will support any hirer who refuses entry to anyone who fails to comply with expected behaviour. All such breaches should be reported so the Association can assess the risk introduced.

In addition to the conditions specified by the Association, hirers may of course apply additional measures as they see fit e.g. vaccination status checks, lateral flow test checks, stricter limitations on numbers, one way systems within their booked space etc.

As stated in the mandatory conditions, ventilation must be maximised with windows and doors open. Hirers should advise attendees to wear appropriate clothing. Please ensure that all doors and windows are securely closed at the end of the event and wipe down handles and frames that may have been touched.

Chairs and other equipment should not be shared. While it cannot be expected that every chair will be wiped down by the user after use, it would help if it was.

For sales, exhibitions and similar events, physical touching of goods should be minimised with appropriate signage provided by the hirer. Attendees should be encouraged to sanitise their hands after touching goods and to avoid touching their faces. Timed appointments should be considered.

Additional equipment that is normally bookable is now available. This includes the projectors, hearing loop, sound system, lectern and piano. All such items should be wiped down with sanitising wipes (not sprayed) after use and put away as usual.