

## **MARLOW COMMUNITY ASSOCIATION**

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

Marlow Community Association ("the Association") is proud that it has 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.

It is hoped that all hirers and event organisers will also do their best to ensure that they and all attendees stay safe when using Liston Hall, so we strongly advise that the guidelines given here are followed.

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. 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.
- specify mandatory capacity limits for each room, available on enquiry from the office.
- 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.
- 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 and also apply other conditions and procedures if they wish.

The hirers will:

- maximise ventilation by opening doors and windows. Attendees should be advised to wear appropriate clothing.
- recommend that all attendees including organisers wear face coverings that cover the nose and mouth when moving around.
- encourage the use of all available hygiene measures (sanitiser etc) by all attendees.
- at all times comply with relevant regulations and guidance including capacity limits and other restrictions that may be specified by the Association. Hirers should contact the office in advance to confirm the current capacity limits and any other relevant restrictions.
- if asked, provide the Association with all requested information concerning their event.
- ensure all attendees are aware of the conditions of hire and the guidelines given here and as far as is possible, ensure compliance.
- strongly advise against attendance by anyone who has tested positive by lateral flow or PCR for Covid 19 in the previous 7 days or is showing suspected symptoms. In addition, they should discourage attendance by anyone in a household where someone is self-isolating due to symptoms or diagnosis.
- bag up and take away all waste in the kitchen and other rooms including sanitizing wipes, masks, gloves etc. This is a normal booking requirement. The bins in the toilets will be emptied during daily cleaning.

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

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

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

As restrictions are relaxed, the information here explains how earlier conditions are being adjusted. Rather than the Association specifying mandatory conditions, the emphasis now is on advice and guidelines. It is very much hoped that all hirers and attendees will continue to act responsibly to ensure everyone's health.

### **Access routes**

Separate access routes for each room are no longer required.

All users of the Main Hall & the Garden Room may now use the main entrance.

Thames Room – access will, as usual, be via the steps and the external door.

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 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**

Specific procedures to follow if someone attending an event shows symptoms or is suspected of carrying the virus have been replaced with more general advice to take reasonable measures to ensure the person concerned can get home safely, and to minimise the risks of infection for others.

So we advise that:

- the person showing symptoms or suspected of having Covid 19 wears a face mask and is asked to go home as soon as possible
- anyone in close proximity wears a face mask and takes particular care with sanitising hands and surfaces
- all attendees and others who have been in contact should be notified and advised to take a lateral flow test within the next few days.

### **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.

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 though cheques are acceptable. Cash should be avoided if possible.

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**

We continue to recommend that 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 in the corridor at the back of the building – for all users of the Thames Room & Bruce Room

### **Kitchen**

As elsewhere in the building, we recommend that facemasks are worn when moving around.

We also continue to advise extra care with hand hygiene, cleaning of equipment when it's put away and wiping down surfaces & other touch points.

Hand sanitiser is available in the corridor for use after touching door handles.

## **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 towels 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 any additional materials for cleaning that they wish to use before or after their event.

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 if they wish.

## **During an event**

In addition to the conditions specified by the Association, hirers may of course apply additional measures as they see fit. These might include vaccination status checks, lateral flow test checks, stricter limits on numbers, one way systems within their booked space, timed appointments for e.g. sales, social distancing, face masks worn all the time, additional hygiene measures etc.

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.

As stated in the conditions, ventilation should 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.