

**Sturminster Marshall Memorial Hall**  
**Covid 19 Additional Conditions of Use for Hirers**

These conditions are additional to any government guidelines or regulations that apply on the date of the hiring and are additional to the Hall's usual Conditions of Hire. The Hall Committee reserves the right to add conditions or cancel bookings if that is necessary to comply with Government restrictions or guidelines.

All hirers must agree to these conditions and actively ensure that all participants follow them.

1. **Cleaning:** The Hall is cleaned on a weekly basis. The Committee will provide hand sanitizer and disinfectant sprays and other cleaning materials on a table in the lobby. **Hirers must disinfect** any chairs, table surfaces and counters used, light switches, door handles for the room hired and for toilets, before and after the hiring. **Hirers must remove all rubbish** including cleaning cloths etc. from all rooms used, including bins in the toilets, as they leave.
2. **Social Distancing:** Hirers must ensure continued social distancing keeping participants at least 2 metres apart where possible and use of masks. Masks may be removed temporarily while playing indoor sports or in meetings where the speaker is clearly more than 2 metres from other people. Anyone who feels unwell should not enter.
3. **Circulation of Hall Visitors / Entry and Exit:** The hirer must ensure that the entrance is open well before the event so that people do not queue outside. The hirer and all participants must enter by the main door and must be encouraged to use the Track and Trace QR code on the poster at the entrance to register by smartphone. Participants must be encouraged to move quickly into the Main Hall or Second Hall rather than chatting in the lobby. The main door should then be closed and late-comers must ring the appropriate bell to be allowed in by the hirer. The hirer must ensure that after an activity the participants will not be exiting from the lobby at the same time as people from other activities are entering or leaving. The hirer must either hold participants in the room they have hired, or ask them to leave by a fire exit which must then be secured. Participants must be discouraged from hanging around the exits after an event. Hirers must control numbers accessing the Store Room at one time, with attention to more vulnerable users. Only 1 participant at a time must be allowed in each toilet room.
4. **Ventilation:** Good ventilation reduces the chances of transmission significantly. Hirers must ensure that at least 2 windows or the fire doors on different sides of the room are open, and that as many windows are open as is consistent with the activity. Hirers must as usual ensure that all doors and windows are closed for security before they leave.
5. **Attendance Registers and Seating Arrangements:** All hirers must keep a register of the names and phone numbers of all the people who attend their events, for Track and Trace purposes. The list must be kept securely for a period up to 2 months after the event and be made available for the Hall Committee and public health agencies if requested. Organisers must arrange online systems and cashless payments as far as possible. For performances, seats to be limited, booked in advance. Two empty seats must be maintained between

individuals or households.

- 6. Refreshments:** Until 17 May hirers must make it clear that all participants bring their own refreshments and that these are not to be shared. This would be advisable for most events after that date also. The kitchen is not to be used until 17 May at the earliest. Hirers must control numbers using the kitchen so as to ensure social distancing. Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use. Hand sanitiser, soap and paper towels to be provided. Hirers encouraged to bring their own food and drink rather than preparing in the kitchen. From 17 May for any event with refreshments such as a coffee morning, customers will have to order, eat and drink while seated. Shared refreshments such as bowls or sweets, crisps etc. are particularly dangerous and must not be provided.