

SUPPLEMENTARY AMENDMENTS/ADDITIONS TO EXISTING ROOM HIRE CONDITIONS DURING COVID-19 PANDEMIC

(THESE CONDITIONS MAY CHANGE AT SHORT NOTICE IF GOVERNMENT GUIDELINES ALTER. ROOM AVAILABILITY MAY BE AFFECTED AND THEREFORE CANNOT BE TOTALLY GUARANTEED)

ROOM OCCUPANCY - AMENDED CAPACITY LIMITS (WHILST ADHERING TO 2M SOCIAL DISTANCING GUIDELINES)

- Brookside Suite – 26
- Old School Room – 27
- Jubilee Room – 11
- Committee Room – 8

CANCELLATION POLICY - AMENDED

Three days' notice in writing to Syston Town Council must be given, (unless Government enforces an immediate lock-down) or a fee of half the agreed fee will be charged. Any sum paid from the deposit is not returnable.

RISK ASSESSMENT

Hirers are required to carry out their own detailed risk assessment, specific to their activities and attendees. Please follow advice given by Government regarding shielding etc at time of session. Syston Town Council have a generic risk assessment in place that will be supplied to the room hirer on confirmation of the room booking.

ENTERING THE BUILDING

When entering the building, hands should be washed/sanitised in reception area.

TEST AND TRACE

The lead person for each group must ensure that contact details for everyone attending are listed on the form supplied by Syston Town Council (details are held by Syston Town Council for 21 days for use by NHS if required and destroyed after this time).

SOCIAL DISTANCING - RESPONSIBILITY LIES WITH THE HIRER

Social distancing signs and stickers are in place (2 metres). Responsibility to monitor social distancing lies with the hirer/nominated lead person. Toilets will need to be monitored by yourselves on a one-in one-out basis.

SANITISER/PPE

There are hand sanitiser stations in rooms (but please also advise trainers/attendees to bring their own as well). We recommend that any person hiring the room offers to supply disposable gloves / face masks for anyone wanting to use them to increase confidence and advise persons attending to bring their own PPE if they wish. From 8 August 2020 onwards the law is that face masks must be worn at Community Centres.