



Covid - 19 Facility Hire Requirement Agreement

The Coronavirus COVID-19 has meant that we have to take extra precautions to ensure our community halls are accessible for community use. As a Hirer of the community hall there are additional requirements you will need to do to make sure the hall is safe and ready for the next group to use.

You must agree to follow the social distancing rules and instructions listed below in line with the Community Hall Covid Safe Plan. Please note; this is in addition to the standard Hire Agreement.

I agree to:

Physical Distancing and maximum capacity of people limits

- Ensure posters remain displayed around the hall communicating the need to keep at least 1.5 metres distance between people.
- Ensure the maximum safe capacity is not exceeded – this is noted on the posters and refers to how many people can be in the hall at any one time. This has been calculated using the new social distancing rules and size of the community hall. Please refer to the posters at each entry point.
- Ensure if tables and chairs are being used that they comply with social distancing rules.

Handwashing and Hygiene

- Use the hand sanitiser provided at each entry point in and around the hall. Regular hire groups to supply their own sanitizer.
- Ensure your guests use the soap and paper towel provided.
- Ensure posters with instructions on how to correctly wash hands or use sanitiser remain displayed in the toilets.
- Instruct your guests on other ways to limit the spread of germs, including by not touching their face, sneezing and coughing into their elbow, and staying home if feeling sick.
- Remind your guests to limit contact with others: no shaking hands, hugging or touching objects unless necessary.

Cleaning

- Ensure any areas used are cleaned and disinfected prior to each use with appropriate products; this includes things like door handles, bench tops, light switches, equipment, tables and chairs – see the [Covid Cleaning checklist](#) for more information.
- Ensure the person cleaning the area wears gloves when cleaning, and wash their hands thoroughly with soap or use an alcohol-based hand sanitiser before and after wearing gloves.
- Record on the [Covid Cleaning Register](#) the date and time you last cleaned along with your name and signature.
- Bring along your own crockery or cutlery if using the kitchen area or provide users with an environmentally friendly disposable option.

Do not allow people to access the hall if they are feeling unwell or displaying symptoms of COVID-19.

Please ask that they leave and call the National Coronavirus hotline (1800 020 080).

Treat personal information about hall user's health carefully, in line with privacy laws.

If possible, accept only cashless transactions.

The Hirer:

Name: _____

Hall location: _____

Signature: _____

Date: _____