



Lyng and District Community Hall  
Richmond Place  
Lyng  
Norfolk  
NR9 5RF  
Charity Number 1156339



## COVID-19 CORONAVIRUS SUPPLEMENT TO THE HIRE AGREEMENT

Dear Hirer / User,

In light of the Covid 19 pandemic a full risk assessment has been carried out to enable the opening and use of facilities at Lyng and District Community Hall. The risk assessment has highlighted the need for certain restrictions to be put in place to ensure a safe environment for users.

These restrictions have been compiled in response to guidelines received from ACRE (Action with Communities in Rural England) for community centres and village halls, which reflects the advice issued by central Government.

As the named person responsible for an activity being run in the Lyng and District Community Hall, you are required to adhere to the following restrictions and to ensure compliance.

**NOTE: IT IS INCUMBENT ON YOU TO KEEP A COMPREHENSIVE RECORD OF CONTACT DETAILS OF THOSE ATTENDING EACH OF YOUR ACTIVITY SESSIONS TO ENABLE AN EFFECTIVE 'TRACK AND TRACE' PROCEDURE IF NECESSARY.**

The building will have been sanitised prior to your use. Hand gel and anti-bacterial sprays will be left out for you to use when you clean at the end of your session. **As of August 8th 2020, and until notified, ALL users will be required to wear a face mask in order to enter the building. Please ensure your group abides by this.**

### ENTRY TO THE BUILDING

1. Named person to access the main door key safe as normal, but **MUST** bring a disinfectant wipe to do so.
2. We would advise you to use another wipe when opening the door. We cannot guarantee the cleanliness of the exterior door handle.
3. After silencing the alarm, wipe down the alarm key pad using a disinfectant wipe.
4. Access the User's keys as normal. These should have been cleaned by the previous user, but for your own safety you may wish to use a wipe on these as well.
5. We have indicated a 2 metre safe distance Q system on the path outside, should more than one person turn up at the same time.
6. All must use the hand sanitiser station set up at the entrance **BEFORE** entering the building further.

**Note:** If any one refuses or does not use the hand sanitiser station they **MUST** be asked to leave the building. It is your responsibility as the Named User / Hirer, to ensure they comply or leave. Failure to do so will result in your use of the hall being terminated.

On the first table in the foyer you will find Anti-Bacterial spray, disinfectant wipes, J-cloths and a roll of tissue paper for you to use.



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## FOYER

**The foyer is a confined area requiring specific restrictions.**

1. Face masks should be worn if social distance is not achievable. Maximum permitted number of persons using the foyer at any one time is set at 20.
2. NO leaflets, notices or flyers are to be left out.
3. Foyer Sky lights to be open and main door opened to provide ventilation. The sky lights will close if it is raining, but where possible they should be opened.
4. You must ensure the foyer is cleaned upon leaving using anti-bacterial products (supplied). This is to include the wiping down of the chairs, table legs and table tops.

## MEETING ROOM

The meeting room will NOT be in use for the foreseeable future, due to limited space preventing social distancing and a lack of ventilation. It is accessible for emergency phone calls only.

## KITCHEN

1. You are required to provide your own tea towels, oven gloves, and aprons and remove them from the building after each session.
  2. All equipment used is to be put through dish washer. NO hand washing of equipment is permitted as the water temperature is insufficient to effectively combat the virus.
  3. Only three people are allowed in the kitchen at any time, this includes one person only at the serving hatch(es). It is advised that a full-face mask/visor be made available by you for the server to use.
  4. You are responsible for the disposal of any rubbish from your session. We will provide black bags for your use but you **MUST** take them outside and dispose of them in the bins at the rear of the building.
  5. We will provide J-cloths; tissue roll and anti-bacterial spray for your use to clean down the kitchen.
- Note:** J-cloths **MUST** be disposed off after use and must not be rinsed for re-use.

## TOILETS

Only 2 people at any time should be using the toilets.

**Note:** The middle stall in the ladies, middle sink, plus one stall in the gents and middle sink and urinal, will all be signed as 'out of use', to encourage social distancing. Please ask your users to be sympathetic to this restriction.

## MAIN HALL

1. The air handling unit **MUST** be used at all times when the hall is in use. This will help remove stale air and bring in fresh air. At the end of the hire session please ensure this is switched off and the control panel wiped down.
2. NO external doors to be opened when the main hall is in use.
3. Only one person should enter the store room at any time. This room cannot be ventilated. Any equipment removed from the store room **MUST** be cleaned down with anti-bacterial spray before it is replaced. This includes ALL chairs, tables etc.

**Note:** It is the users' responsibility to bring sprays and wipes for this purpose.



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#### EXITING THE BUILDING

1. Once all and any equipment has been disinfected and stored away and all doors locked, users must wipe down all door handles and remove all rubbish. Exiting the building should be by the rear fire doors and not the main door by all except the Named Hirer/User.
2. Ensure all roof vents are closed, and lights are off. Use a wipe to clean the users keys and lock away in key box.
3. Named Hirer / User to use a wipe to key in the alarm key pad, leave the building and lock the door.
4. Wipe the front door key and replace in main door key safe and wipe it down.

Note: – we will not be able to hire the hall out to more than one group at a time. YOU will be the sole group in the hall for your booking and have sole responsibility for the safe use and security of the hall.

We would hope that all hirers and users understand the need for the imposition of these safety measures, which enable us to re-open the building for use.

Failure to comply with these guidelines will mean that you will not be allowed future access to the hall for a private hire or a LDCH event. If you feel unable to adhere to the restrictions outlined in these guidelines (which will be in force for the foreseeable future) please let us know and your booking(s) will be cancelled.

**PLEASE CONTACT the Hall Manager with any queries you have.**



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