**St Mary’s Church, Ambleside**

**Special COVID-19 Conditions of Hire**

These Conditions follow the regulations as set out by the government as of 12 July 2020.

Updated 02 June 2021. You will be notified as soon as possible if updating is required.

Please Note: These conditions are supplemental to, not a replacement for, St Mary’s Church ordinary Conditions of Hire.

Group/Organisation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
| *Representative: PLEASE PRINT CLEARLY* | |
| NAME | |
| ADDRESS | |
| CONTACT DETAILS | |
|  | MOBILE |
|  | HOME PHONE |
|  | EMAIL |
|  | |
| *Named member(s) of the group who will take on the responsibility for the group to observe these COVID- 19 Conditions of Hire*  *PLEASE PRINT CLEARLY* | |
| 1 |  |
| 2 |  |
| 3 |  |

I have received the Special COVID-19 Conditions of Hire from St Mary’s Church, Ambleside

Signed by representative named above:

NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

St Mary’s Church PCC uses personal data for the purposes of managing hall bookings, finances, events and publicity. Personal data will not be passed to a third party

Please tick the box and sign to indicate that you agree to us holding your data for booking purposes.

Please complete your information, sign and return to

St Mary’s Church, Church Office, Vicarage Road, Ambleside, Cumbria LA22 9DH

Tel No: 015394 34512 Email: stmarysamblesidepcc@gmail.com

Please return this form **before** you wish to use to the Church.

Please keep the Special Covid-19 Conditions of Hire for reference

**Special COVID-19 Conditions of Hire for St Mary’s Church Ambleside.**

**It is very important that all members of a group are made familiar with these Conditions**

**SC1:**You, the hirer, will be responsible for ensuring those attending your activity or event comply with the **COVID-19 Secure Guidelines** (listed at the end of these Special Conditions) while entering and occupying St Mary’s Church, Ambleside. IN PARTICULAR use the hand sanitiser supplied when entering the Church. Face coverings must be worn in the Church in the public areas. They may be removed whilst doing your activity.

**SC3**: You undertake to comply with the actions identified in St Mary’s Church , Ambleside COVID-19 risk assessment. You will be given a copy of this document before your first hire date.

**SC4:** The Church will be clean before your arrival and you will be responsible for cleaning all regularly used surfaces during your period of hire (tables, door handles, light switches, metal handle on chairs, toilet handles and seats and wash basins).

Please take care cleaning electrical equipment. Use cloths - do not spray!

**SC5:** On entering the church, all visitors must either sign a Track and Trace sheet, or use the Venue check-in QR codes along with the NHS Track and Trace app.The track and Trace sign-in sheet must be kept for six weeks after the hire date and provide the record to NHS Test and Trace if required.

You will make sure that everyone likely to attend your activity or event understands that they MUST NOT

DO SO if they have had COVID-19 symptoms in the last 7 days, nor should they attend if

they have been in contact with someone with COVID-19 symptoms within the previous 14 days. If they develop symptoms within seven days of visiting the premises, they must use the NHS Test and Trace system to alert others with whom they have been in contact. This must include all those in the group who have used the church with this person. The Vicar (Rev. Beverley Lock 015394 33205) must also be notified within 2 hours so that a full clean may be done before other people use the church.

NHS Test and Trace: how it works: full information on <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

**SC6:** You will keep the premises well ventilated throughout your hire, with doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

**SC7**: You will ensure that no more than the allowed maximum number of people to comply with the current social distancing regulations attend your activity/event. You will ensure that everyone attending maintains social distancing while waiting to enter the premises and observes any guidance signs within the premises. Time using more confined areas e.g. moving and stowing equipment, should be kept as brief as possible. You will make sure that no more than one person uses the toilets at one time.

**SC8**: You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

**SC9**: You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, with at least one empty chair between each person, rather than face to face. If tables are being used, you will place them so as to maintain a safe distance following the current regulations across the table between people who are face to face e.g. using a wide U-shape

**SC10**: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths. The rubbish bin in the room used should be emptied into the general rubbish bin opposite the door of the church.

**SC11**: **Use of kitchen:** The Kitchen is not to be used at this time.

**SC12:** We will have the right to close St Mary’s Church, Ambleside if there are safety concerns relating to COVID-19. For example, if someone who has attended the Church develops symptoms and thorough cleansing is required or if it is reported that these Special Hiring Conditions are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly.

**SC13**: In the event of someone becoming unwell with suspected Covid-19 symptoms while at St Mary’s Church, Ambleside you should remove them to the designated safe area which is the vestry, through the door in the Wordsworth Chapel. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing and a suitable bowl will be kept in the cleaning cupboard. Ask others in your group to leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home.

Inform the Vicar within 2 hours on 015394 33205.

**SC14:** One-way signs must be observed.

**SC15:** If events with more than 30 people become permissible you will take additional steps to ensure the safety of the public in relation to COVID-19 and prevent large gatherings or mass events from taking place, for example by operating a booking system or providing attendants or stewards who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets in the interval row by row. The maximum audience numbers to retain social distancing is 120.

**SC16:** Live performances are now permitted following specific guidelines: <https://www.churchofengland.org/sites/default/files/2021-05/COVID%2019%20Permitted%20Activities%20from%2017th%20May%20v1.1_1.pdf>

However, you must take steps to avoid audiences needing to unduly raise their voices to each other or singing.

2nd June 2021

**COVID-19 SECURE GUIDELINES, Pertaining to St Mary’s Church, Ambleside**

1. You must not enter if you or anyone in your household has COVID-19 symptoms.

2. If you develop COVID-19 symptoms within 7 days of visiting these premises alert NHS Test and Trace. Alert the Vicar (015394 33205) and the organiser of the activity you attended.

3. Maintain the current recommended social distancing as far as possible in all areas of the Church.

4. Use the hand sanitiser provided on entering the premises. Clean your hands often. Soap and paper towels are provided.

5. Avoid touching your face, nose, or eyes. Clean your hands if you do.

6. “Catch it, Bin it, Kill it”. Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.

7. Keep surfaces clean: door handles, tables, other equipment, metal handles on chairs, light switches

8. Take turns to use confined spaces such as corridors and toilet areas. Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.

9. Keep the hall well ventilated. Close doors and windows on leaving.