

RE-OPENING QUESTIONNAIRE

To reopen the Community Centre safely in accordance with the current guidelines it is important that we know your intentions.

Please complete the form by email to bookings@tarvincommunitycentre.org or by hand to the Chairman, Tarvin Community Centre, Woodlea, Platts Lane, Tarvin CH3 8LH **by 4 July 2020**

Name of Group/Activity

Name of User/Organiser

Address

Email

Phone Number **Home** **Mobile**

Please tick appropriate answer				
Are you likely to return to using the Community Centre?				
YES	NO	MAYBE		
When might you consider returning?				
JULY	AUGUST	SEPTEMBER	OCTOBER	LATER
What is/are your normal hire times and room?				
Would you be prepared to change your time and room?				
YES	NO			
If you can change your time, would you prefer				
MORNING	AFTERNOON	EVENING		
Because you may need more space to operate safely, do you want to use a different room? Please indicate your preference				
MAIN HALL	EDNA ROSE ROOM	SMALL ROOM	LOUNGE	
How many people normally attend your class/activity?				

What Community Centre equipment do you usually use?				
CHAIRS	TABLES	KITCHEN	DISHWASHER	SOUND SYSTEM
OTHER (please state)				
Who would be responsible for cleaning surfaces and equipment after use?				
Any further comments				

You will be required to sign the Special Conditions of Hire covering the Covid recovery period. Failure to do so or breaking the terms and conditions will result in the hiring agreement being terminated.

Please note the following:

- The Hall will be cleaned once a day (Monday to Friday mornings). The hirer will be responsible for the cleaning of all surfaces touched during the session. Hirers must wipe down all hard surfaces ready for the next user, using the cleaning materials supplied (hard surfaces include chair frames, table tops, ballet barre, any Community Centre equipment used, any kitchen surfaces and equipment used)
- Special cleaning arrangements will be made by the Committee for weekend hire
- Soap and water and paper towels will be available in the kitchen and toilets. Hand sanitiser will be available in the foyer. Electric hand-dryers will not be in use
- Access will only be allowed at the agreed time. Hirers must allow sufficient set-up and clear-up times to enable cleaning to be carried out.
- Hirers will be expected to have conducted a risk assessment for their activity, including any limit on numbers, and to make this available to the Committee
- The appropriate social distancing rules **MUST** always be adhered to.

- An isolation room – behind the Edna Rose Store – will be available in case anyone becomes unwell during a session. In such a case the Committee must be informed immediately
- Hire charges will remain as previously notified, but may be altered at the discretion of the Committee if a change of room/times is negotiated
- The maximum number of people allowed in the common areas at any one time is as follows:

Kitchen	2
Toilets	1 per room (unless accompanying a child)
Foyer	4
Edna Rose Store	1
Hall Store	1
Shed	2