



St. Mary the Virgin, Rickmansworth

The Church of England and The Methodist Church in Partnership

Serving the whole community

Hirer responsibilities for Entry, Exit and Cleaning of St Mary's Church Centre during the Coronavirus Covid-19 Pandemic

1. As the main Hirer it is your responsibility to ensure
 - a. the building is 'fit for purpose' in terms of Coronavirus Covid-19 cleanliness levels for the members of your Class/Group/Family who will be attending your Classes/Meetings/Events in the Church Centre.
2. As the main Hirer it is your responsibility to ensure all attending your Class/Meeting/Event adhere to:
 - a. the direction of travel markings on the floor and walls of the Church Centre
 - b. the instructions for Entry to and Exit from the Church Centre
 - c. Social Distancing requirements (minimum 2 metres)
 - d. Face covering requirements
3. Whilst the United Church Council (UCC) will provide appropriate grade cleaning materials for Hirers to make use of to clean the building as advised overleaf, the UCC bear no responsibility for ensuring Coronavirus Covid-19 secure cleanliness for you, as Hirer, or for the members of your Class/Group/Family who will be attending your Class/Meeting/Event in the Church Centre.
4. You must provide a Risk Assessment when your Booking is confirmed. Failure to do so will mean that your Booking may be cancelled.
5. You must keep contact details for all attendees of your Class/Meeting/Event. These must be kept by you for a period of at least 21 days following said Class/Meeting/Event so that Track and Trace procedures can be followed if necessary.
6. If anyone in the Class/Meeting/Event you have organised tests positive for Coronavirus Covid-19, you shall inform the Church Administrator immediately.
7. You must follow all cleaning procedures as set out overleaf.

I understand that, as Hirer, I bear responsibility for ensuring that the St Mary's Church Centre is 'fit for purpose' in terms of Coronavirus Covid-19 cleanliness levels for the members of my Class/Group/Family who will be attending my Classes/Meetings/Events in the Church Centre. I agree to:

1. provide a Risk Assessment when confirmation is given of a Booking;
2. ensure contact details are kept for all members for each session of the Group/Class or Event I run;
3. clean the building as specified overleaf.

Signed: _____ Date: _____

Name (Please PRINT): _____

Group/Event: _____

Date of Classes/Event: _____

Cleaning instructions

Upon entry

Wearing gloves

1. All internal doors to be hooked/door-stopped open
2. All touch points to be cleaned using alcohol wipes:
Door handles, light switches, table tops (in main entrance)
3. All Toilet doors (not cubicles) to be door-stopped open (except Access toilet)
4. Exit door for the attendees of your Class/Meeting/Event to be hooked open (see diagram in Instructions for Hirers Booklet)

Upon Exit

Wearing gloves, the Main Hirer will be the last to leave the building having:

1. Ensured the room used is clean and tidy
2. Closed all internal doors
3. Un-stopped all toilet doors
4. Closed and dropped the snick for the main entry door to the Church Centre
5. Locked the Exit door that all attendees of your Class/Meeting/Event have used
6. Collected together any rubbish made by your Class/Meeting/Event
7. Collected in the disposable bags any used alcohol wipes from the toilets and used hand towels from outside the toilets.

The Main Hirer shall:

1. Exit the building via the Fire door at the bottom of the stairs, making sure the door is firmly closed behind you.
2. Exit the Courtyard through the far Fire Exit.
3. Place all rubbish in the large bin.

I confirm that I have seen and will abide by these instructions.

Signed: _____ Date: _____

Name (Please PRINT): _____