



## HELP TO KEEP US COVID SAFE

### ADDITION TO HIRE AGREEMENT FOR HIRERS/GROUP ORGANISER

**Name of Group**

**Name of group leader**

**Contact number**

**Email**

**Please sign to confirm you will follow these guidelines to keep everyone safe.**

1. You or any group member must not enter if you or anyone in your household has COVID-19 symptoms.
2. You should keep a contact list of all participants, to be kept for 21 days for Track & Tracing
3. If you or a group member develop COVID-19 symptoms within 7 days of visiting these premises alert NHS Track and Trace and the Parish Council 01923 681443.
4. Follow the COVID guidelines issued by the governing organisation for your particular activity ie Badminton England
5. Provide a copy of your Risk Assessment to confirm you have assessed the COVID risks for your group
6. Maintain 2 metres social distancing as far as possible. Face coverings to be worn in all communal areas and only removed when taking part in sports & exercise activities.
7. Ensure group members use the hand sanitiser provided on entering the premises and provide additional sanitiser for your group to use during your activity.
8. Clean touch points and any furniture/equipment used after your session.
9. Take turns to use confined spaces such as corridors and toilet areas risk.
10. Bring your own refreshments. The kitchen will not be in use until further notice.
11. Keep the room hired well ventilated. It is your responsibility to close all doors and windows on leaving.
12. Leave the premises promptly & do not linger in any corridors

**Signed**

**Print Name**

**Date**

Booking Office, Greenwood Park Community Centre, Tippendell Lane, St Albans, Herts. AL2 3HW  
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