

Agreement for Hire of Community Hall Covid-19 Requirements

The Coronavirus COVID-19 has meant that we have to take extra precautions to ensure our community halls are accessible for community use. As a Hirer of the community hall, there are additional requirements you will need to do to make sure the hall is safe and ready for the next group to use.

You must agree to follow the social distancing rules and instructions listed below.

Please note: This is in addition to the Standard Hire Agreement.

I agree to:

Physical distancing

- Posters are displayed around the hall communicating the need to keep at least 2 meters squared distance between people.
- Ensure the maximum safe capacity is not exceeded – this is noted on the posters and refers to how many people can be in the hall at any one time. This has been calculated using the new social distancing rules and size of the community hall. Please refer to the posters at each entry point.
- Ensure if tables and chairs are being used that they comply with social distancing rules.

Handwashing and hygiene

- Hall hirers are required to provide their own hand sanitiser at entry and exit points in and around the hall.
- Ensure your guests use the soap and paper towel provided.
- Posters with instructions on how to correctly wash hands or use sanitiser remain displayed in the toilets.
- Instruct your guests on other ways to limit the spread of germs, including by not touching their face, sneezing and coughing into their elbow, and staying home if feeling sick.
- Remind your guests to limit contact with others: no shaking hands, hugging or touching objects unless necessary.

Cleaning

- Ensure any areas used are cleaned and disinfected after each use with appropriate products; this includes things like door handles, bench tops, light switches, equipment, tables and chairs – see the [Covid-19 Cleaning checklist](#) for more information.
- Ensure the person cleaning the area wears gloves when cleaning, and wash their hands thoroughly with soap or use an alcohol-based hand sanitiser before and after wearing gloves.
- Record on the [Covid Cleaning Register](#) the date and time you last cleaned along with your name and signature.
- Bring along your own crockery or cutlery if using the kitchen area or provide users with an environmentally friendly disposable option.

Do not allow people to access the hall if they are feeling unwell or displaying symptoms of COVID-19.

Please ask that they leave and call the National Coronavirus hotline (1800 020 080).

Treat personal information about hall user's health carefully, in line with privacy laws.

If possible, accept only cashless transactions.

Stay Informed

- Keep up to date with [Coronavirus.tas.gov.au](https://www.coronavirus.tas.gov.au) advice on controls to prevent the spread of COVID-19, including any restrictions on normal business activities, and respond accordingly.
- Download the [Coronavirus Australia app](#) for official information and advice about (COVID-19), or join the [WhatsApp channel](#) and frequently check for updates.

The Hirer:

Name: _____

Hall location: _____

Signature: _____

Date: _____



PURPOSE:

Covid-19 usage requirements for hire of community halls.

SCOPE

Applies to any customer wishing to use / hire a City of Launceston community hall.

RELATED POLICIES & PROCEDURES

Nil

DOCUMENT INFORMATION

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Version	25/06/2020
Review	01/07/2021
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Document type	Reference
Responsible Network	Infrastructure & Assets
Approved by	Manager Parks & Sustainability
Action Officer	Lynda Robins
Text search key words	Community Hall Covid-19 requirements

To be communicated to (To be identified by Approver) (Insert ✓ in relevant row)	✓	Department/Area only
		Networks via General Manager and Team Managers
	✓	Specific Areas: • Recreation and Parks / Customer Services
		Organisation-wide
	✓	Website
		Intranet (via a link)
		External notification e.g. Department Premier and Cabinet, Director Public Health, Tasmania Police •

Hard copy distribution	N/A
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