

MATHERS/CRITERION HOUSE HIRE GUIDELINES

**Mathers
Place**

MATHERS
HOUSE

CRITERION
HOUSE

These guidelines have been prepared in order to ensure all hirers comply with the State Government Guidelines and that we are not found to be negligent in any way which could result in us being un able to operate.

It is a condition of hire that you comply with the guidelines and you must complete and return this form prior to having your booking confirmed. Please tick all boxes that you feel you can comply with. Failure to comply may result in you no longer being able to use Mathers/Criterion House premises.

As the public toilets are closed I will ensure that all external doors are locked and the only people entering the building are admitted by myself and are attending my activity.	
Participants/attendees will be encouraged to download the Government recommended COVIDsafe app on their mobile phones prior to attending.	
You will ask all attendees to wash their hands and/or use hand sanitiser on entry into the building	
Participants/attendees will be prohibited from attending if they are displaying symptoms of any respiratory illness, are feeling unwell or have been in contact with anyone who has tested positive for COVID19.	
You will ensure participants/attendees stay at least 1.5m away from the nearest person and that there is at least 4 square metres of space for each person.	
You will sanitise all surfaces regularly throughout your hire period including before and after your allotted hire time.	
Shared equipment will be sanitised before being used by the next person.	
You will promote regular and thorough hand-washing by participants/attendees.	
Participants/attendees will be directed to cover their face with the bend of their elbow or a tissue if they cough or sneeze and tissues will be disposed of in a bin which you will remove from the premises.	
You undertake to stay abreast of and comply with all Public Health Guidelines.	
Upon request you will supply contact details for any attendees at your events if required due to COVID 19.	
If you are hiring a space at the weekend or you are hiring in the evening with a second hirer using the facility later that day you undertake to disinfect all surfaces that are touched during your hire. These include but are not limited to door handles, door surfaces, light switches, alarm panel, paper towel holders, lids of bins, soap dispensers, taps, toilet flushers, handrails, tables , chairs at the end of room hire.	
Criterion House room hire organisers will use only downstairs toilets.	
Comments:	

Signature: _____ Name: _____

On behalf of: _____
(Organisation/group name)

Date: ___/___/_____ Phone: _____

Email: _____