**HLLC COVID-19 HIRE**

**AGREEMENT CONDITIONS**

**HLLC HALL HIRERS**

As we re-open our doors we need to stay as safe as possible and keep up the good habits we’ve all been practising this year.

Community Centres can only open (with no capacity limitations) to:

* provide a service to assist vulnerable members of the public as an early education and care facility.
* community centres can also open for counselling or support group services. Capacity must not exceed [**one person per 4 square metres**](https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules/four-square-metre-rule) including staff members.

Wear gloves and necessary protective equipment and ensure that you clean your hands after completing room sanitisation.

**HLLC ROOM CAPACITY LIMITS:**

|  |  |
| --- | --- |
| **Hire Room**  | **Maximum Room Capacity** |
| Activity 1 & 2 Combined | 15 |
| Activity 3 | 7 |
| Studio | 10 |
| Multipurpose | 5 |
| Technology  | 6 |
| Meeting Room 1 | 4 |
| Health Clinic | 2 |
| Lounge Area | 5 |
| Café/Dining  | 6 |
| Commercial Kitchen | Temporarily CLOSED |

As a Hall Hirer you agree to:

* Stay at home if you are sick
* Ensure participants stay home if they are showing flu symptoms
* Stop handshaking/physical touching as a greeting
* Promote good hand and sneeze/cough hygiene and provide hand sanitisers for all staff and participants
* Clean and disinfect high touch surfaces regularly
* Consider opening windows and adjusting air conditioning for more ventilation
* Limit food handling and sharing of food in the halls
* Keep all participants a minimum of 1.5 metres apart
* Keep a register of all persons entering the premises including their name, address and a contact telephone number
* Abide by room capacity limits determined by HLLC staff

HLLC Staff and Volunteers agree to assist Hall Hirers by:

* Staying at home if we are sick
* Stopping handshaking/physical touching as a greeting
* Promoting good hand and sneeze/cough hygiene for all staff and participants
* Providing hand sanitisers
* Cleaning and disinfecting high touch surfaces regularly
* Providing disinfectant spray and suitable cloths or towels for regular use
* Opening windows and adjusting air conditioning for more ventilation

HLLC STAFF MEMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Signature)*

POSITION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HALL HIRER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Signature)*

POSITION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_