



NOTICE TO HIRERS

MASKS **must** be worn in The Old School at all times. Exception is an exercise class.

You must attend the Hall **in groups of no more than 6** and the organiser must ensure these groups are separated by 2m and **do not mingle socially**

MAIN HALL

Key holders are to enter through the usual door before the session is to start and open the old door into the main room. This is the entrance for your clients, a one way system is in place.

There is a PPE station and the QR code to the left of the outside door to the main room. For clients without the facility on their phone, there is a book for them to write their contact details down. These will be removed and destroyed after 21 days.

Your clients must then leave through the open door into the hallway. Hand sanitiser has been made available here. Only one person is allowed in the hallway at any time. This is to protect you, your clients and other hirers of the old school.

It is the hirer's responsibility to ensure that the old main door to the main room is locked after all your clients have left and your session has ended.

SMALL ROOM

We cannot operate a one way system for the small room. Ensure your clients or party arrive at separate times and there is only one person in the hallway at any time.

There is a PPE station as you enter the small room and the QR code is on the glass door as you enter the old school. For clients without the facility on their phone, there is a book for them to write their contact details down. These will be removed and destroyed after 21 days.

CHAIRS - we will try to allocate each group their own chairs. We will advise you which chairs to use.

FACILITIES - these should not be used if possible, however if you do, there are cleaning provisions left throughout the building. Please clean and dispose of any wipes etc. in the bins provided.

TABLES - if you are using the tables, please can you get each client to wipe down their table before putting it away, then wipe down the door handle.

KITCHEN - please bring your own food and drink and recycle your empty containers in the bins provided. The facilities in the kitchen should not be used. Cleaning products have been made available if any surfaces are touched.