

GP3. Standard Conditions of Hire / Use

COVID 19

These standard conditions of use / hire listed here apply to normal operation. Government Covid guidance add additional constraints which are highlighted in yellow at the **end of this section**.

By proceeding with the hire / use of the premises & facilities you are deemed to accept and abide by the following conditions:

1. The Hirer / User group organiser is responsible for the following:

- Undertaking as appropriate risk assessments of the users activities and meeting statutory requirements regarding Health & Safety for the Hirer / User group activities.
- Using the Pavilion facilities only to the extent of the hire: Main Room or Youth Room or both.
- Ensure Pavilion exit doors are unlocked as follows:
 - If using Main room, external doors (3) are unlocked during occupancy to facilitate emergency use as well as main entrance door..
 - If using Youth Room: Main entrance door.
- Ensure the group size is within the room capacity:
 - Main Room: 60 persons for seated activity. For internal / external events where this capacity might be exceeded then at least 2 external doors to be open at all times during the event.
 - Youth Room: 18 persons for seated activity.
- Behaviour of all persons in the hiring group on the premises and surrounding area.
- Limiting noise and nuisance in consideration of neighbours and surrounding properties.
- Compliance with the general conditions of use (4) below and ensuring that no activities take place on the field / car park unless, by prior agreement with GPFA.
- Compliance with premises license conditions of use - see notice board.
- Any damage caused during the hire / use period.
- Duties as specified on the Emergency evacuation plan (as displayed in the Pavilion).

2. Hirer / User Group Organiser to note and advise the group of the following:

- emergency evacuation plan & positions of emergency exits.
- position of fire fighting equipment (indicated on plan).
- position of first aid kit (indicated on plan).
- Young children to be supervised by adults responsible for their safety at all times.

3. At the end of the activity / hiring session the Hirer / User group is responsible for ensuring:

- the floors are swept.
- all work surfaces are adequately wiped.
- brushing and washing down external walkways & stairs if it they have been soiled.
- turning off water taps and checking there is no running water.
- draining off the boiler over the main kitchen sink if used.
- closing and **locking** all doors and windows.
- **switching off all lights**.
- leaving the pavilion & other facilities in the condition you would wish to find it / them.
- report to GPFA using maintenance book any equipment which is faulty and take out of use.

IF THE FACILITIES ARE NOT LEFT CLEAN AND TIDY, ADDITIONAL CHARGES WILL BE APPLIED

4. General Conditions of Use

- No public parking. No parking on the playing areas.
- No dogs or horses to be brought onto the premises.
- Young children can use the facilities but must be supervised by an adult responsible for their safety.
- Respect any warning notices.
- Do not cross the fence / boundary into the river area.
- Do not store supplies or equipment in the building or premises unless discussed and agreed with GPFA first.

5. Casual use of the facilities

- The external facilities can be used for casual recreation but you should do so in a responsible manner, comply with general conditions of use (4), and not use the marked playing pitches / cricket square or practice golf.

For Large Event Activities also involving External Facilities - see also Event Guidelines

If you are any doubt about operation of any Pavilion equipment, heating or lighting then contact Secretary 07581434624 or Chairman 01433631245

COVID 19 related Conditions & Information

It is the user group's responsibility to undertake a Covid 19 risk assessment and follow Government guidance for their activities when using any of these facilities. A copy of the risk assessment should be provided to GPFA before use / hire.

GPFA supply hand sanitiser dispensers at the Pavilion main door and main room SE door.

All users should sanitise hands, access key pads, keys and switches when accessing the Pavilion.

User groups should sanitise all the surfaces (including switches & door handles) they will use in the Pavilion before use at the start of their session. 30 mins additional time is allowed before the hire period for this purpose.

Government guidance should be followed for all activities including any necessary social distancing. This may reduce room capacity and group sizes compared to standard operating conditions above.

Consideration should be given to implementing a one way in / out arrangement if using the main room.

Wash hands regularly and thoroughly.

If any crockery, cutlery or cooking equipment is used this must be properly washed with detergent and warm water.

Properly clean all facilities used, including surfaces used, at the end of your session before leaving.

Grindleford Playing Fields Association (GPFA)
Grindleford Pavilion & Bridge Playing Field Facilities
Information about the Premises & Facilities:

GP3 v Aug 2020

First Aid Kit

- A First Aid kit is located on wall in the Pavilion Entrance lobby and on the RH side back wall of the main room kitchen. A further First Aid kit is located on the Tractor shed internal east wall.
- Any accident details to be reported in accident book located at the main room kitchen first aid box.

Fire Fighting Equipment

- Sets of Fire Fighting equipment comprising 2 red fire extinguishers, including: 1 water for normal fires and 1 carbon dioxide for flammable liquid & electrical fires are located as follows:
 - One set located internally at Pavilion main entrance.
 - One set located in main room at RH side of kitchen.

Fire Detection Equipment

- Control box located in plant room accessed off store 3.

Keys and Security

- External keys are kept in key safes (one on LH of main entrance and one at SE door to main room).
- Keys for undercroft, old boiler room and shed outside the main room are in store 3 (RH of entrance door).
- Lock up when you leave.

Extent of Use

- Main room provided with own kitchen and toilets M&F, use the access WC in the entrance lobby if required for disabled users.
- Youth room provided with mini kitchen to allow limited catering for drinks etc. Use access WC for toilets and give priority to disabled users.

Lighting

- Switch for car park floodlight is located in Pavilion in main room.
- External & Car Park lights are on a timer.
- Switch for curved path bollard lights is inside main door in entrance lobby.

Furniture

- Tables and chairs are normally stored in the Store 3.
- Tables & chairs may be moved to any position to facilitate your activities, but must not block emergency exits and be replaced afterwards.
- Additional chairs and tables are available from the Pavilion external shed.

Hearing Loop

- Fitted in main room. Equipment has to be switched on. Main speaker should use wireless mike and users with hearing aides should switch to T setting.

Wi Fi

- Wi Fi is available, password: 4da3ceb7ca

Equipment & Supplies

- Cutlery and crockery may be used but afterwards must be returned clean to designated places.
- All breakages or lost utensils must be paid for by the hirer / user.
- Hirer / user must provide all consumables, own tea cloths and food and drink stuffs.
- Do not use other groups supplies.

Cleaning

- Interior cleaning equipment is kept in plant room adjacent to store 3.
- Some additional supplies are kept in the Old Boiler Room. Please keep the room locked due to equipment and substances stored in there. Adult access only.
- Exterior sweeping brush & hosepipe are kept in Pavilion undercroft.
- Any comments on facility / equipment problems to be recorded in maintenance / fire safety log book near first aid kit.