



ELMSCROFT COMMUNITY ASSOCIATION

Request to Return Procedure

Following the Global Pandemic in 2020, the following process will be used for regular hirers to request their return to activities.

1. Formal expression of request to return should be emailed to elmscroftca@gmail.com, this must include the dates and times, any changes to regular bookings, numbers involved and contact details of the hirer
2. A short telephone or virtual discussion may take place with a member of ECA Executive Committee to further understand the request.
3. Conditions of hire will be imposed which will be based on current Government guidance for community buildings and the activity itself.
4. The hirer must read and agree to the newly updated Terms and Conditions of Booking which has been updated to reflect re-opening and guidance after the pandemic

Please advise us if you do not intend to return to the Centre with your previous booking or if you intend to wait and see how conditions are throughout August onwards.

10. Additional conditions owing Covid-19:

- a) all regular hirers must request their return using the procedure outlined above. Requests will be considered on an individual basis, risk assessed and the decision will be proportionate the group profile, activity and safety of users.
- b) hirers should provide a risk assessment as they return to planned activities which will be assessed by the Executive Committee of ECA. Should the hirer not be in a position to produce a risk assessment, support can be provided which may incur a consultancy cost
- c) all hirers must undertake their own cleaning of the facility in order to control infection spread, should this not be possible, hirers may be charged for additional cleaning. Regular inspections will take place to ensure cleaning is of a satisfactory standard. Guidance and materials will be provided.
- d) all hirers must ensure that, where possible, users do not use the toilets or kitchens and if they do so, they are adequately cleaned afterwards
- e) where possible, hirers must comply with Government guidelines and recommendations – as they can change so frequently, any new guidance will be issued electronically or using posters within the buildings
- f) owing to the nature of the building's use at present, planned maintenance work is being undertaken. As such, ECA reserves the right to amend bookings in order for this work to take place. Any hirers affected will receive timely notification about this.

- g) signage in the Centre will be updated as Government guidance alters, lead hirers will be responsible for reading and communicating this to others as the situation changes
- h) Owing to the current pandemic, ECA reserves the right to close the Centre at short notice, based on lockdown or Government guidance changing

Whilst access to the building may not necessarily be refused, the Executive Committee must assess each application based on risk to our users balanced with current Government guidance.

Recently installed security and access systems means previous access arrangements now cease to work and new keys/fobs will be issued on mutual satisfaction being reached with plans and risk assessments.