**BILLINGSHURST CENTRE**

**COVID-19 T’s & C’s**

* We will be reopening on 12th April 2021 for limited services including those bookings deemed essential and under 18’s classes.
* From 17th May indoor exercise can resume with the rule of 6 or two households applied.
* Face coverings will still be compulsory whilst using all communal areas within the Centre with exceptions to: Children under 11 and those that carry an exempt card. Please notify a member of staff if this applies to you.
* Meetings are allowed; however, please call us to discuss your specific requirements as guidance is under constant review.
* Indoor performances can take place to a socially distanced audience under the performing arts guidance.
* Parish Council meeting can commence in person.
* Supervised children’s parties can commence.
* Entrance to the Centre will be via the Main Front Door and exit will be through the fire doors in each room except for Committee Room 2 and Council Chamber 2, reception staff will advise where to exit on arrival.
* Please use hand sanitiser by door, prior to entering, plus those at the entrance to each meeting room.
* The Centre will be cleaned at regular intervals throughout the day however you are welcome to bring your own cleaning products to use for extra reassurance.
* Please provide your own PPE if you feel it is required.
* Please adhere to social distancing with staff and other customers, keeping to the left in corridors if possible.
* There is no courtesy seating in communal areas at the present time.
* Hirers will be required to arrive and depart at their booked time slot to allow for cleaning of the room and to avoid unnecessary queuing in communal areas.
* There will be no refreshments on the kitchen counter for general use. Refreshments will need to be prebooked and will be served by a member of staff inside the meeting rooms for those hirers wanting such provision.
* Whilst the management will undertake to make communal areas as safe to use as possible, it is the responsibility of hirers to be satisfied and demonstrate that the room they have booked is suitable to hold their activity safely. Any new layouts must be given to Centre staff at time of booking.
* Please note that the Centre will be operating at a reduced attendee capacity and in order to limit crowding in communal areas, staff may insist on altered start, break and finish times of your hiring in order to help social-distancing.
* All bookings must be made by email or telephone; we will be unable to take bookings in person.
* The Centre may introduce queuing either inside or outside at any time.
* Toilets will operate on a two in two out policy. Hand dryers will be out of use & hand towels will always be provided.
* To enable track & trace, visitors to the Centre will be required to either leave their contact details at Reception which will be discard after 21 days or scan the QR codes in the foyer and outside each meeting room.
	+ - * It is imperative that the Centre is informed of any users who are either showing signs of COVID-19, are advised to isolate, have been

in contact with someone showing symptoms or have been given a confirmed diagnosis.