

Appendix B

COVID-19 Re-opening Questionnaire Adaptation of document shared by Witcham Village Hall, Cambridgeshire

In order for Trustees to make a robust plan of action in readiness for any proposed opening of Village Halls by the Government, it would be extremely helpful if you could complete and return the following questionnaire by2020. This can either be via email or paper versions can be left at:

Name of Group

Name of person completing form:

Address:

Postcode:

Email:

Home Tel:

Mobile Tel:

Please tick appropriate answer		
1	How likely are you to return to use the hall?	Yes No Maybe
2	If you wish to return when would you consider returning?	July Aug Sept Oct Later
3	When you return would you wish to hire the hall for normal sessions or would you like something different?	Normal Different
4	Which day of the week do you prefer to hire the hall?	
5	What is your preferred time for hire? Must include time for: <ul style="list-style-type: none">• set up• pack away time• sanitisation of groups personal equipment stored at hall	From To
6	Can you be flexible with hire times?	Yes No
7	If only a morning, afternoon, or evening slot available which would you prefer?	Morning Afternoon Evening
8	Which rooms are required? Please note – rooms not required will be secured	Main hall Small room

	from entry	Kitchen Toilets Store
9	Premises equipment needed. Specific numbers will enable efficient use of cleaner's time.	Number of Chairs Number of Tables List specific kitchen equipment Use of dishwasher
10	All equipment stored at hall will need to be sanitised before and after use and will be the responsibility of the hirer to ensure this takes place after every session.	Name of person taking responsibility
11	Will Group require use of Car Park/ garden or field? Please state which area(s)	Yes No
12	Any further comments: -	

PLEASE NOTE:

- a) The hall will be: [thoroughly sanitised between hires by cleaner] [cleaned once per day by the hall cleaner – regularly used surfaces and toilets] [cleaned thoroughly once a week by the hall cleaner, including floors]. The hiring group will be responsible for cleaning surfaces used regularly during and at the end of hire. Sanitiser or soap and water will be available on entry and exit to the hall
- b) Access will only be allowed during the specific time of hire.
- c) Persons waiting to collect hall users should adhere to social distancing at front of building or remain in vehicle.
- d) Optional [A group risk assessment will be required for hall usage; a sample is provided]
- e) Isolation facilities will be available in [the changing room area] at back of hall.
- f) The hire charge of the hall will remain the same as before the outbreak for a period of [weeks]. All organisations and groups will be given due warning of any increase.

To comply with Government advice, the Village Hall Trustees wish to ensure all users can be assured of a safe and sanitised environment in which to return and access our facilities. A risk assessment will be available but may be subject to change at any time in line with Government and Village Hall Guidelines.

The Village Hall uses personal data for the purposes of managing hall bookings, finances, events, and publicity.

Please tick box to indicate that you agree to us holding your data for booking purposes

