**COVID 19 - Guidance**

* We will ask that users only stay for the duration of their session. This means arriving promptly at the time of booking and leaving as soon as the session is over.
* A one way system for entering and exiting the building has been established. Entrance will be through the main front doors, and the exit will be through the Emergency exit at the back of the building.
* You must provide hand sanitiser and expect everyone to sanitise hands upon entering the building.
* Safety screens have been set up at Reception and Coffee Bar.  The coffee bar is not open to the general public, only to users. Coffee bar tables are set 2m apart.
* Floor markings set up for ensuring proper social distancing.
* You must ensure toilets are in use with a "One in- one out" system.
* You must clean all hard surfaces at the end of your session (door handles, table tops, light switches, etc.)
* A maximum number of people allowed in each of our rooms, according to official government guidance has been determined.
* If the user has consecutive sessions with different groups, cleaning/sanitising is their responsibility.
* You must keep a log of people in every session (including names and contact details) and you must be willing to share this with the Crescent Centre should it become necessary for track and trace purposes.
* Every user is responsible for their own risk assessments, policy and following of government guidance to their specific activity.

**I agree to the terms above.**

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Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_