



# Colyford Memorial Hall

*Registered Charity No: 300801*

May 22<sup>nd</sup>, 2021

## Colyford Memorial Hall –Reopening

The Trustees are pleased to announce the reopening of the Hall.

The following rules **MUST** be followed by ALL GROUPS

- Groups restricted to 30 persons **MAXIMUM** in the main Hall as of May 17<sup>th</sup>
- Groups restricted to 8 Persons **MAXIMUM** in the Iris Parsons Room ( Committee Room )
- Social distancing **MUST** be observed in **BOTH** locations.
- All persons **MUST** sign in with names and contact telephone numbers.
- **ONLY** plastic chairs from the storeroom allowed to be used
- **NO** tables to be used
- Hirers to provide **ALL** cleaning and sanitising materials. They will be responsible for cleaning door handles, light switches, window catches, toilet handles and seats, wash basins and **ALL** surfaces likely to be touched/used during their period of hire **BEFORE** other members of their group or organisation arrive, and to keep the premises clean through regular cleaning of surfaces, during their hire. Paying particular attention to wash basins, using sanitising products supplied by you.
- **YOU** will be required to clean **AGAIN BEFORE** leaving the Hall with emphasis on the areas listed above.
- **ALL** chairs must be cleaned **BEFORE** leaving the hall.
- All materials used for cleaning purposes **MUST** be removed by the group hiring the hall, **NO** materials to be left on site.
- Hand sanitising dispenser at the entrance to the Hall to be used by **ALL** group members.

# **NEW HALL FLOOR**

You will see that a new floor has been installed at considerable expense for the benefit of all users.

The Hall Trustees ask you to follow the simple rules below:

- 1 ) **PLEASE treat it as if it is your own.**
- 2 ) **NO dragging chairs OR tables along the floor**
- 3 ) **Please ensure that chairs and tables are located carefully into position**  
**without dropping them.**

**YOUR CARE AND ATTENTION WILL ENSURE THAT ALL  
USERS WILL ENJOY THE INVESTMENT WE HAVE MADE  
FOR YEARS TO COME**

Yours Sincerely

Wendy Mills

Chair