

Guidance for Organisers

The following guidance is for the attention of the organiser of any group using the premises at MRMC, hereafter referred to as the Group Organiser. This includes both Church groups (excluding worship) and external users and are in addition to any conditions imposed by a Booking Form or Licence. The Group Organiser is responsible for ensuring that their event is operated in a COVID-19 safe manner.

1. Before opening the building, the Group Organiser, or their representative, should sanitise their hands or wear disposable gloves.
2. The Group Organiser shall ensure that all members of their group are provided with a copy of the document '*Guidance for Users*', a copy of which is attached. The Group Organiser may add any additional guidance to this document which is appropriate to their particular event.
3. NHS QR venue codes are in place in the Vestibule, Ramp Lobby and Hall to assist the NHS Test and Trace service and work with the NHS COVID-19 app.
4. It is recommended that the Group Organiser maintains a list of attendees and their contact details to support the NHS Test and Trace Service. The contact data shall be held for 21 days and then destroyed safely. Alternatively, attendees may scan the NHS QR venue codes.
5. The Group Organiser shall ensure that the premises are adequately cleaned after use, in particular:
 - i) The Group shall provide all necessary cleaning materials i.e. antiseptic wipes, cleaning cloths, spray cleaners, etc.
 - ii) All chairs, tables and surfaces used shall be wiped down with antiseptic wipes/spray.
 - iii) Door handles and light switches shall be cleaned with antiseptic wipes.
6. Doors shall be left open where possible (taking fire and security issues into consideration) to reduce touching of door furniture in all locations and to provide adequate ventilation.
7. Funeral Organisers should provide details of those who will be attending the funeral advising, in particular, those who are living in the same household or who are in the same support bubble. This information is required to enable seating to be laid out appropriately. Please also advise if there are any other specific seating requirements. Send this information as soon as possible to the MRMC Lettings Officer:

Mike Scorer,
3 Colney Heath Lane,
St Albans,
Herts., AL4 0SY
Email: lettings@mrmc.org.uk