![A clock on a tower

Description automatically generated with medium confidence]() **East Kilbride Old Parish Church**

**Use of Halls/Rooms**

This form is intended for applications for occasional use of our halls or rooms for small meetings e.g. Team Meetings or informal discussions. The purpose is to ensure compliance with the relevant Covid restrictions.

The following are the general rules at the moment –

* Requests to be made to the church office before the meeting
* Someone to take responsibility for all the Covid protocols
* Face coverings to be worn
* Hand sanitising
* Record of attendees maintained by the organiser

**Person Responsible: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tel no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Hall/Room Requested \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Details of Group \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date/Time Requested \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I accept responsibility on behalf of the group for compliance with all Covid protocols and restrictions.

**………………………………………………………. Date …………………………**

**Signature**

Please email or deliver this to Louise at the Church Office ekopc.office@btconnect.com

***Sept 2021***