



HIGH STREET • DRONFIELD • DERBYSHIRE • S18 1PY

Booking Office: 01246 418573

Visit our website - [www.peelcentre.org](http://www.peelcentre.org)

Peel Centre Charitable Trust (CIO)

Charity no: 1182841

September 1<sup>st</sup>, 2020.

**To: All users of the Peel Centre.**

The Peel Centre is open for business and we would like to welcome all Community Groups, old and new.

The Management Team has fulfilled the requirements of the Government Guidelines to make you feel safe during your use of the building.

Appropriate information, including our Risk Assessment, is displayed on the designated Covid-19 noticeboards throughout the building.

The hand sanitiser provided at the entrances to the building must be used. Our Contract Cleaners clean the building every day, but you are required to observe a cleaning routine before and after use of the building. Details are contained within our Special Conditions, a copy of which you will receive on booking with our usual Terms and Conditions. Cleaning stations are situated in each room with the materials required.

The hire charge will remain the same as before the outbreak. Your group will not be charged for the extra setting up and clearing away time.

Storage space at the Peel Centre is very limited. If you have been given permission by the Trustees to store equipment on site, you will be responsible for making sure that it is sanitised before and after use.

A face mask must be worn in the building unless there is a reasonable excuse for removing it or you are exempt. See noticeboard. In the event of someone being taken ill with coronavirus symptoms, the PROJECT OFFICE is available for isolation until help arrives.

Whilst these are uncertain times, we look forward to working together so that we can get back to normal as soon as possible.

Thank you for your co-operation and support,

The Trustees and Management Team.