

## Strutts Community Centre

### Draft COVID-19 Re-opening Questionnaire

In order for the Trustees to make a robust plan of action in readiness for any proposed opening of the Centre, it would be extremely helpful if you could complete and return the following questionnaire as soon as possible. Once we have established a picture of the likely use of the Centre we will contact you again in order to let you know if we are able to accommodate your group given the restrictions that may be place at that time and if appropriate we would then ask you to go through the normal booking procedures.

Your return can be by email (photograph or scanned) or paper versions can be posted to:

Strutt's Centre.  
Derby Road  
Belper  
DE56 1UU

NAME OF GROUP	
NAME OF PERSON COMPLETING FORM	
ADDRESS	
POSTCODE	
Email	
HOME Tel	
MOBILE Tel	

		PLEASE TICK APPROPRIATE ANSWER					
1	When are you thinking about returning to use the Centre?	Not returning Unsure September October November Later					
2	If/When you return would you wish to hire your 'normal' sessions or would you like something different	Normal Different					
3	Please indicate below which session(s) you would like to book and give an indication of the maximum group size to be accommodated.						
		Mon	Tues	Wed	Thurs	Fri	Sat
	Morning						
	Afternoon						

	Evening						
4	What is your preferred time for hire? This must include time for set up/pack away/cleaning.						
	Mon	Tues	Wed	Thurs	Fri	Sat	
	Start/ End	Start/ End	Start/ End	Start/ End	Start/ End	Start/ End	Start/ End
	Morning	/	/	/	/	/	/
	Afternoon	/	/	/	/	/	/
	Evening	/	/	/	/	/	/
5	In order to ensure social distancing on entry and exit of groups it would be useful if there is some flexibility in the times given above. Please state if you can be flexible with the hire times suggested.						
6	Have you a preference regarding which room you would like to book (Please refer to plan of rooms and capacity of rooms information)						
7	Please specify premise equipment required - Number of tables, chairs etc						
8	All equipment stored at the Centre will need to be sanitised before and after use and will be the responsibility of the hirer to ensure this takes place after every session.					Name of person taking responsibility	

The Centre uses personal data for the purposes of managing Centre bookings, finances, events and publicity.

Please sign and date the bottom of this form if you are happy for us to hold your data as contained in this form for the period of the pandemic.

Signed

Date