

# SQUASH PROCEDURE

Version 1.0

**Herne Farm Squash** is now available from **12th April 2021** for **Residents Only** to book a squash court.

There are four parts to this procedure document:

- a) Questionnaire.
- b) Access Restrictions.
- c) Booking Details.
- d) Executing the Booking.

All **Resident Squash Players** must complete and return the Squash Questionnaire to the Centre before being allowed to access the Centre.

## Questionnaire:

- A copy of the Squash Questionnaire can be found on the Herne Farm Website **[www.hernefarmlimited.co.uk](http://www.hernefarmlimited.co.uk)**, and under the Tab '**Leisure Activities**' select '**Squash**'.
- If you have not already completed and returned your Questionnaire then please do so as soon as possible.
- Once returned to the Centre, you will then be able to book a court.
- Your Key Fob will be re-activated so you can enter the Centre.

## Access Restrictions:

- There will be **NO** access to the 'Changing Rooms and Showers'.
- There will be **NO** access to the 'Mezzanine floor or Landing/Viewing area'.
- Also all other areas designated as 'Out of Bound' or 'Chained Off'.
- CCTV will be monitored and any abuse or failure to abide by the restrictions may jeopardise your access to the Centre.

## Booking Details:

- Only **Court One** will be available to book.
- Your key fob will only be active from **09:00 till 21:00**.
- First booking will be available from **09:00**, last booking at **20:00**.
- All bookings will start on the hour for a period of one hour.
- Each booking will be for **45** minutes of playing time and **15** minutes buffer period to change and leave the building.

All **players** are asked to abide by the guidelines and observe **Social Distancing** and use the **Hand Sanitizers** at all times whilst in the Centre.

## **Executing the Booking**

- On the day of the booking you must make sure you follow all the Herne Farm guidelines, make sure to follow all the signs once on the premises, '**Social Distancing**' must be observed at all times.
- **Hand Sanitizers** are available for your use both on entry and leaving the building.
- You must arrive as near to your booking time, no more than 5 minutes before, and it is advisable that you are squash ready to play squash as there is no access to the changing room facilities.
- You must have the appropriate footwear for playing squash.
- You must use your key fob to enter the building into the Lobby area and making sure you close the door shut behind you.
- Proceed down the small stairs to your left to the corridor, then turn left into Court One.
- All squash booking are for one hour (**60** minutes) in total.
- The lights will come on at the start of your booking and go off at the end of the playing time.
- You have **45** minutes of playing time, plus a **15** minute buffer period to clean and leave the building before the next players arrive.
- To leave you will use the same way you came in, making sure you have cleaned any areas you may have used or touched.
- Proceed back to the Lobby area .
- You may use the toilet in the Lobby area (next to the main hall) on a one in, one out basis, but you must clean or wipe down anything you touch, including the toilet seat.
- Then you must leave the building making sure you close the door shut behind you.
- You are not allowed to access any other part of the building.
- You must observe '**Social Distancing**' and avoid any contact with anyone else who is in the Centre when you are leaving.
- We have **CCTV** cameras that record and they are monitored, so any abuse or failure to abide by the guidelines will be investigated and reported to the Board. This may lead to your access to the Centre being denied and your key fob being disabled.

**12th April 2021**