Good Afternoon,

Following on from Sarah's SU Update, I wanted to email clubs and societies with more specifics about the reopening of the Rob Lowe. If you are a user of the Rob Lowe, please ensure you read through the following information carefully.

As mentioned in Sarah's email, the Rob Lowe will be reopening tomorrow for the use of the squash courts and rowing room, and from next week for the sports hall (essential maintenance work is being done on the heating system this week). In order to use the Rob Lowe, however, there are a number of procedures that need to be followed to ensure that the space can be used safely.

**Timetabling and Usage**

 For the time being, the Rob Lowe will be open for club and society use only. No external or staff membership use will be permitted. If your society has staff members, they are still allowed to participate in the activities of your society but they must follow all the rules in place for society use of the centre. If staff members are found not following these rules when participating in society activities, your society will be barred from any future bookings until all restrictions are lifted.

The Rob Lowe will be returning to its previously-established timetable, as set in 2019/20 - as this was the last timetable agreed at a Room Booking Council, it is the fairest way to preserve equal access to the centre. As such, you will only be able to use the centre at the times you would have previously been able to. The Rob Lowe timetable can be found on the SU website at <https://www.sgsu.org.uk/campus/therobertlowesportscentre/>.

If you wish to use the Rob Lowe at a time that another society has a booking for, you will need to agree this with the society that holds that booking. If they agree to your using their slot, the society that holds that slot needs to email me (vpactivities@su.sgul.ac.uk) confirming that they are happy for you to use that booked slot. They should also confirm whether that applies only to one week, or if they are happy for this to be a repeating arrangement until the end of this academic year.

Any booking requests for sessions that are free on the timetable should also be emailed to me; these will be dealt with on an ad-hoc, first-come-first-served basis.

In order to be approved to use the Rob Lowe, you need to ensure that your risk assessments include specific mention of activities you plan to undertake in indoor spaces, and the ways you will mitigate any risks associated with this. Please ensure that your risk assessments are updated and sent through to mcampbel@sgul.ac.uk before submitting any bookings or requests.

**Rooms & Capacity Limits**

 The rooms in the Rob Lowe currently available for use are Squash Courts 2 & 3, the Rowing Room, and the Sports Hall (reopening as per above).

Each room has a capacity limit - this is 6 for the squash courts, and 45 for the main sports hall. If using the rooms, you will need to strictly abide by these capacity limits. Any group found to be exceeding these limits will be barred from any future bookings of the sports centre until restrictions are completely lifted.

**Track & Trace**

 Before any use of the Rob Lowe, any club or society wishing to use any room will need to email Michelle Campbell (mcampbel@sgul.ac.uk) with the following information:

* The date and time you plan to use the Rob Lowe;
* The room you intend to use;
* The number of people that will be present (ensuring this does not breach the maximum number permitted at any one time for that room);
* The names and m numbers of the people who will be in attendance*.*

The above information needs to be sent at least 24 hours in advance of any planned use of the Rob Lowe. As such, you will need to plan your use of the Rob Lowe well in advance of when you intend to hold sessions.

If you are intending to have multiple sessions for groups of attendees on the same day, you'll need to include their details as well as when they will be in attendance, and ensure that attendees stick to their scheduled times. At no time should the room's stated capacity be exceeded.

In addition, the Rob Lowe now has a Track & Trace QR in the lobby. When using the Rob Lowe, you'll also need to scan the code when entering the building. These two sets of track and trace data help both the Union and the University ensure that contact tracing is possible, and that the risk assessment in place for the Rob Lowe is being followed appropriately.

**Safe Use of the Centre**

 When using the centre, please respect all the guidance and signage in place throughout the rooms. In particular, please ensure that:

* You maintain social distancing throughout the corridors, and wear face masks at all times when not participating in activities;
* Anyone displaying symptoms of Covid-19 is not allowed to enter the centre or participate in activities;
* You clean any equipment before and after you use it;
* You ensure that frequent hand-washing and sanitation is observed.

The changing facilities and showers are currently closed in the centre; as such, please ensure you arrive for any sessions in the appropriate clothing, and get changed at home wherever possible.

If you need any further help or guidance on returning to the Rob Lowe, please contact either Michelle or myself and we will do our best to help. If you need additional guidance on risk assessing your sports, or any information about the safe return to indoor sports, please check the Government guidance at <https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers>.

Kind Regards,

**Ethan Osborn** | **Acting Vice President of Student Activities and Experience**

St George's Students' Union |

St George's, University of London

Cranmer Terrace | Tooting | London | SW17 0RE

*Please note: I am working remotely from 15th August onwards. I am currently working three days a week, so it may take slightly longer to respond to your emails. If you have an urgent enquiry or need to see someone, please contact* *president@su.sgul.ac.uk**.*

 Pronouns: He/They

 E: vpactivities@su.sgul.ac.uk

T: 0208 725 5078

 [www.sgsu.org.uk](http://www.sgsu.org.uk/)

[www.sgsushop.org.uk](http://www.sgsushop.org.uk/)

 