<insert local guiding address>

<insert local logo>

e: [<inert](mailto:administrator@girlguiding-scot.org.uk) email address>

w: [<insert](http://www.girlguidingscotland.org.uk) website URL>

<insert address of recipient>

Dear <insert name>

**Meeting place for Girlguiding Scotland units**

I am writing on behalf of <xxxx unit(s)> that have a hall let at your church. We would like to discuss with you the potential arrangements for being able to re-open our group meetings using your grounds and/or hall. We appreciate this may need to be discussed and we would like to share some information that might help with making a decision.

Our <insert level i.e. *Brownie*> unit is part of guiding in Scotland and one of thousands of groups across the UK. As we look to return to face-to-face guiding we have updated our guidance, including risk assessments for using any outdoor or indoor space, to ensure that we are compliant with all COVID-19 guidance and legislation. This is in addition to our general health and safety policies, training and guidance we follow.

We have attached an example of a risk assessment and a copy of our safety procedures for you to consider in relation to the groups who currently use <insert name of church>. We would like to talk these through to reassure you we would be careful users and ready to comply with additional reasonable requests.

As unit leaders, we are all volunteers for Girlguiding Scotland and are part of an 11,500 volunteer team across Scotland. We want to be able to offer an experience for girls and young women that helps them cope with all they have experienced this year and can give them something positive and upbeat to look forward to. We are realistic that over the next few months, we will have to be adaptable and this may mean moving our meetings online or sending out activity packages by post.

We appreciate the church needs income from hall users. We would be happy to discuss how we can contribute for our use of the hall or outdoor space and would appreciate your flexibility too if we have to step away for a few weeks and go back online.

We would like to thank you in advance for agreeing to discuss the content of this letter.

With many thanks for your attention to this matter.

Yours sincerely

<insert name>