**Structure of questions/fields for the Cool Spaces registration form**

**I. Organisation questions** (\* indicates mandatory questions)

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| 1. Name of the Organisation\* |
| 2. Name of main person of contact\* |
| 3. Person of contact email\* |
| 4. Person of contact phone number |

*If online form: button ‘****proceed to registering cool spaces’***

**II. Cool spaces questions** (answer the following questions for each cool space submitted by the organisation)

|  |  |  |
| --- | --- | --- |
| 1. Name of the Cool Space you are registering\* | |  |
| 2. Full address\* | |  |
| 3. Person of contact for the Cool Space (if different from Organisation) | |  |
| 4. Email contact (if different from Organisation) | |  |
| 5. Is this space open to all members of the public free of charge? \*   * *Yes* * *No* | | *(Please note all Cool Spaces must be open to the public and free of charge)* |
| 6. What are the opening hours to the public (please state if different during weekdays and weekends) \* | |  |
| 7. Is the space fully accessible to (pick at least one) \*:   * *disabled persons* * *children* * *older people* * *pregnant women* * *none of the above* | | *These groups have been identifies as particularly vulnerable to extreme heat, according to the EIA in the London City Resilience Strategy* |
| 8. Are restrooms available on site? \*   * *Yes* * *No* | |  |
| 9. Is free drinking water available on site (i.e. water cooler, kitchen, water fountain, etc.)? \*   * *Yes* * *No, but we have a partnership with nearby facility participating in the London Refill scheme* * *No (if ‘No’ - are there facilities at walking distance where drinking water is provided?)* | | |
| 10. Is this an indoor or outdoor space? \*   * *Indoor* * *Outdoor* | |  |
| **Outdoor spaces** | **Indoor spaces** | |
| 11. Is the space well shaded with large trees and/or shading elements (e.g. umbrellas) allowing significant cooling? \*   * *Yes (please specify type of shading)* * *No*   (consider inputting list/map of well shaded parks – TBC) | 11. Is the site staffed during opening hours (at least 1 staff)? \*   * *Yes* * *No* | |
| 12. is the space able to offer significant cooling during a hot Summer day? (PHE reference for sufficient cooling is indoor temperature at or below 23C)   * *Yes* * *No* * *I’m not sure* | |
| 12. Is shaded seating provided? \*   * *Yes* * *No* | 13. What are the cooling facilities available on site? (can pick more than one option)\*   * *AC* * *Stand up fans* * *Ceiling fans* * *Natural cooling and/or ventilation* * *Other (please specify)* | |
| 13. Are there water features on site (i.e. splash pads, lake, river, canal) \*   * *Yes (please specify)* * *No* | 14. Is seating available on site?\*   * *Yes (please state maximum seated capacity)* * *No* | |
|  | 15. What is the site’s maximum capacity at one time (including social distancing measures)? \* | |

*If online form: button*

*‘****register another Cool Space’*** – go back to section II

Or

***‘proceed to concluding registration’*** – progress to section III

**III. Final questions** (\* indicates mandatory questions)

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| 1. Do you have any comments or questions to the project team at the GLA? |
| 2. Would you like to nominate other organisations who might be interested in registering cool spaces (if so please include name and contact details) |
| 3. If you’re not sure….contact team |