**NEWCASTLE ACTION FOR PARENT AND TODDLER GROUPS INITIATIVE**

**Schools**

**TOY LIBRARY LENDING SERVICE**

**TERMS AND CONDITIONS OF BORROWING**

* A membership fee is required on an annual basis. Fee are paid at the start of membership and then annually in the same month thereafter.
* NAPI reserves the right to review its charges.
* The toys are on loan to a named member.
* Borrowers will need to provide proof of identity(as appropriate):-
* ID badge
* Contact details of organisation.
* NAPI reserves the right to refuse or withdraw membership of the Toy Library.
* Toys will be loaned for a period of up to 12 weeks when the borrower must make arrangements for their return.
* Toys may be returned before the due date or extended after consultation with NAPI.
* The number of toys available to be borrowed will be at the discretion of the Toy Librarian. As a guide borrowing will be set at 12 items for a 12 week period.
* The equipment borrowed must be covered by a suitable insurance policy which includes public liability, loss/theft. NAPI can accept NO responsibility for any loss, damage or injury (including injury resulting in death) whilst on loan to the borrower.
* While on loan the toys are the responsibility of the borrower.
* When not in use by the borrower, toys should be stored away securely and not used or available to anyone else.
* The equipment borrowed must be returned in good repair and clean.
* Toys will be checked against contents list and the last recorded borrower may be held responsible for any loss or damage.
* Toys must be used under adult supervision. E.g. must not be given to a child that is unsuitable for their age or development. May be recalled if it is being misused or unsupervised.
* Slides, climbing equipment and soft play, rockers will not be loaned when there is no adequate safety equipment i.e. safety mats.
* The project is overseen by the NAPI Management Committee who will deal with complaints, problems and claims re the replacement of damaged equipment.

I agree to abide by the terms and conditions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name)

Name of school\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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