



## Loans Box Terms & Conditions

**By booking a Loans Box you and your organisation are agreeing to abide by the terms and conditions below. Do not confirm a booking without reading this agreement first.**

A confirmation of your booking will be sent to you. The loans boxes are popular so please book as far in advance as possible. Sometimes boxes or objects may be removed for repair/replacement.

### **CONDITIONS OF USE – SERVICE AGREEMENT**

#### **Booking Process**

- Fill out and return completed Loans Box Enquiry Form to the education officer
- The education officer will create a Booking Agreement and send it to you
- You must confirm the Booking Agreement to secure your booking Loans Boxes will not be released without confirmation a week before collection is due

#### **Cost and Payment**

Loans boxes are £11.20 per box, per week. Payment is due when the box is collected via card only, a receipt will be given. A loans box cannot be released without payment.

#### **Collecting/Returning a box**

- Loan boxes need to be collected from and returned to the Visitor Centre at Hall Place on the dates and times agreed. At weekends this will be 10am-12pm only. The Visitor Centre is unmanned so you will need to call the duty phone (the number is given in the Booking Agreement). This will alert a member of staff of your arrival so they can help you. **Do not leave the boxes without seeing a member of staff first, as any damage/thefts will still be your responsibility.** Please follow all onsite signage
- Any trolley given with a Loans Box must remain with the loans box at all times
- You will be asked to sign a copy of the loan agreement on collection and return
- **If you do not collect your loan items, you will still be charged for your booking**
- Late returns will be charged at £5 per day. If you have any unexpected issues with the return of your loans box please get in touch with us as soon as possible - details below
- **It is vital that you check the box contents and report any problems immediately and not left to the return of the box. If unreported, any loss or damage to loan objects will be charged to your school** at £25 per object, plus the cost of replacement. Contact [hallplaceeducation@bexley.gov.uk](mailto:hallplaceeducation@bexley.gov.uk) or call 020 3045 4088



## WHEN USING THE LOANS BOXES

We do acknowledge that there will be wear and tear on the objects as they are used, however there have been a high proportion of loses and breakages in the last 8 months. You are agreeing to the conditions below when you rent out a box.

### Do

- Users wash and dry hands thoroughly before touching the objects and after
- **Ensure all objects are handled under close adult supervision with due care and consideration to safeguard each object at all times**
- Handle objects over a table, one object at a time using both hands away from any water, dirt, pencils and colouring pens.
- Keep loans objects together locked away in a secure place when not in use
- To avoid loss, always check loans items in and out of the box on every use and report any missing/damaged items immediately
- **It is really important to pack the boxes carefully** to avoid damage in transit
- If sharing the box between classes/groups make sure all staff concerned are following the terms and conditions of use
- **Contact [hallplaceeducation@bexley.gov.uk](mailto:hallplaceeducation@bexley.gov.uk) if you have any queries**

### Don't

- **No objects in the box can be cleaned with any cleaning products due to the nature and age of the objects** and can only be made covid-safe by quarantining them for 72 hours between uses/bubble groups
- Display loan objects/resources in direct sunlight or in an unsecure setting
- Affix anything to the objects/resources, or allow any marking on the object itself
- Attempt to repair any damage to the objects
- Wear items unless stated for that use

Just because we offer this service, we cannot assume appropriateness for use in a specific school environment. Teachers must do their own risk assessment