



Matlock Toy Library c/o Castle View Primary School  
School Road, Matlock, Derbyshire, DE4 3DS

Family Membership Application Form

**Surname:** ..... **Title:** .....

**First Name:** .....  
(Parent/Carer)

**Address:** .....  
.....  
.....

**Postcode:** ..... **Tel No:** .....

**Email:** .....

**Relationship to children:** .....

Children's Names:	Date of Birth:	Male/Female:

**Do you consider that your child/ren have any special needs? (if yes please give details):** .....  
.....  
.....

**Data protection**

I give my consent for these details to be held on the Matlock Toy Library database so that information can be provided to the Local Network Fund. This information may be shared with other partners or agencies but for data collection/survey purposes only. No detailed personal information will be divulged which may solicit contact from any other party. I understand that I have the right to see the information kept.

**Publicity**

On occasion we may wish to take photographs for use in publicity material. Please tick the box if you give your consent for your child/ren's picture to be used for the following:

Within the Toy Library .....

In Local Press .....

On Our Website.....

The identity of your child/ren will not be divulged unless prior additional consent is obtained.

**I have read and agree to abide by Toy Library Terms & Conditions.**

**Parent/Carer's signature:** .....

**Date of membership renewal date:** .....

**Proof of ID:** ..... **Seen by:** .....  
(e.g. child's red health book, utility bill, driving licence etc.)

**Where did you hear about our Toy Library?** .....  
.....

**Would you be interested in becoming a Toy Library Volunteer?**

Yes/No
--------

**Would you be willing to support Toy Library with Fund-raising activities?**

Yes/No
--------

# Matlock Toy Library

## **FAMILY MEMBERSHIP TERMS AND CONDITIONS**

All toys are loaned upon the following conditions. Your signature on the completed application will be taken as your agreement to abide by these conditions.

### **Membership**

- Once parents / carers have completed the application form, the annual membership of the library is valid for a period of 12 months.
- Please inform Matlock Toy Library of any changes to your contact details.
- As part of our data protection policy, all personal details will be kept on our computerised Toy Base Data System: accessed by authorised personnel only. All members will be allowed free access to their own details only if requested.

### **Fees**

- Hire charges range from 50p pence to £1.00 per week. These are payable at the beginning of the hire period. (Shorter or longer loan periods can be arranged)

### **Loan Period**

- Normal hire period of toys and equipment is one week. If a toy is returned late, the normal hire fee covering the extended period will be charged.

### **Toys**

- All toys remain the property of the Matlock Toy Library at all times.
- All toys available conform to European Safety Standards.
- Please do not pass toys onto friends. Introduce a friend to the Toy Library and you can hire a toy for free.
- For battery operated toys the Matlock Toy Library will supply one set of new batteries per hire. Please do not use rechargeable batteries.
- Please ensure toys are returned in a clean condition and with the instructions and original packaging.

### **Safety**

- The Matlock Toy Library checks toys on their return to ensure they are in good working order. Broken pieces are removed and replaced where possible. It remains the guardian/carers responsibility to check all toys before you allow your children to play with them. The Toy Library accepts no responsibility for any accidents or problem, which may arise during the use of the toy.
- It is your responsibility to read and follow safety instructions, and to check that the toy is suitable for the age and ability of your children. Please take care at home so younger children are not left with toys designed for an older age group.
- Parents/carers are responsible for their children at all times during Matlock Toy Library sessions.

**Breakages**

- If a toy is damaged or parts are misplaced during your hire period, please tell us - accidents do happen!
- Please do not attempt to make repairs to toys as this may affect toy warranties.

**Theft/Unsociable behaviour**

- Any incident or suspected incident of theft or unsociable behaviour from the Matlock Toy Library or towards its volunteers will result in instant membership termination and if deemed appropriate legal prosecution.

**Liability**

- The Matlock Toy Library accepts no responsibility or liability for any accident, injury or damage, which may occur during the hire of any toy or attending Toy Library sessions. No responsibility or liability is accepted for any 3<sup>rd</sup> party accident, injury or damage also.

**Publicity**

- As per application form.

**Correspondence/Grievance**

- All correspondence or grievances must be entered into with the Matlock Toy Library committee and not individual members/volunteers. Decisions relating to grievances will be made by the committee after appropriate consultation and will be final.
- The committee reserve the right to vary or change any information or decision given by an individual Toy Library volunteer.
- Matlock Toy Library reserves the right to remove any toy from hire for whatever reason without prior notice or any consultation being entered into.
- Matlock Toy Library reserves the right to vary its periods of hire under the same conditions.
- The Library reserves the rights to vary its times/frequencies of opening but will always give seven days notice publicised at the Library.

**I have read, understood and agree to the terms and conditions stated in the Terms and Conditions.**

**Signed:** ..... **Date:** .....