



Scottish Charitable Incorporated Organisation :: Charity Number :: SC043653

TERMS AND CONDITIONS

General Loan

- An annual membership for PlayBase will be charged. Membership charges are dependent on Care Inspectorate capacity of group.
- The Maximum number of resources that can be borrowed is :
 - Groups 8 Items
 - Child-Minders 5 items
 - Individuals 3 Items

Additional items may be borrowed at the discretion of the PlayBase team.

- Resources will usually be loaned for 4-8 weeks. The loan period may be restricted due to demand and availability.
- Resources may be renewed for a further period of time providing resource has not been reserved by another member. Renewals can be made via web, email, text or by telephone.
- No refunds will be made on memberships

Members Responsibility

- Members are expected to return resources clean, intact, with instruction sheets in the box or bag provided.
- Equipment and resources are loaned to members for their own use only. Members borrowing on behalf of a group or organisation must ensure that the group has its own membership. Please do not pass resources to anyone else (even if they have a PlayBase membership)
- Please inform us of any broken/lose or lost parts. Should you find the missing parts, please return it to PlayBase as soon as possible. We understand that children put things in strange places and they usually turn up eventually!
- Normal wear and tear is expected, PlayBase reserves the right to recover the cost of broken or lost items.
- Overdue charges may apply if the resources are persistently not returned by due date. In the event PlayBase need to uplift the items, charges may be applied to recover transport and staff hours cost.
- **Members are responsible for ensuring the safety and age/developmentally appropriate use of borrowed resources and accept liability for any accidents involving equipment during loan period.**
- Members are responsible for reading any safety instruction provided with resources before use and must ensure they do a visual check of the safety of resources before borrowing.
- Members must inform PlayBase of any contagious disease outbreaks at their setting.
- Members must inform PlayBase of any change of address, contact details or representative or if the groups ceases to exist.
- When visiting PlayBase or an access point all children remain the responsibility of their parent/guardian/carer.

PlayBase Responsibility

- PlayBase is an inclusive service where everyone is welcome and respected as members.
- PlayBase will provide a resource centre of quality educational resources for lending to early learning and childcare providers and professionals.
- Data Protection Act 1988. The information you supply is for the running and development of PlayBase. When you sign the membership form you are providing consent to PlayBase holding personal information for this purpose. The information will be held for the duration of your membership. The information will be used for the purpose for which it is given and will not be passed on to a third party.
- PlayBase reserves the right to suspend membership if members misuse the resource centre.

PlayBase does not accept responsibility for any loss, injury or damage caused by or arising from misuse of any of its resources.

Hygiene

- We ask that all resources loaned are returned clean, intact and in original packaging. All resources are systematically checked on return.
- PlayBase implements a strict cleaning regime governed by our Control of Infection Policy. Resources will be cleaned by either: hand, washing machine or dishwasher as required. If a resource is borrowed immediately on return, anti bacterial wipes will be used where appropriate.
- If it is known that any resource has been borrowed by a member where a contagious disease has been identified, PlayBase will seek advice from the appropriate Health Protection Agency.

Feedback and Complaints

PlayBase welcomes feedback from members to enable it to develop its service. Please feel free to contact us with any comments, questions or concerns you may have.

We will periodically ask members to complete a questionnaire or feedback forms to help us improve our service.

Should you wish to lodge a complaint. A copy of our complaints procedure can be found on our website: www.midlothianplaybase.org or by contacting us direct.

Review of Membership Fees

Membership fees will be reviewed annually. An aim of PlayBase is to offer an inclusive service of good quality educational resources through an affordable membership fee structure.

How can Members become involved?

- Complete questionnaires & Feedback to ensure your views are heard
- Attend open days and events held by PlayBase
- Engage with our website and Facebook page
- Share events, photographs and ideas

Contact Details:: PlayBase – 67 Gardiner Place, Newtongrange, Midlothian EH22 4RT :: Telephone:0131 654 990/077406 79027 :: email: playbase@midlothianplaybase.org ::: WEB: midlothianplaybase.org :: facebook.com/midlothianplaybase- Twitter @Play_Base

Declaration – I have read and understood the Terms and Conditions of PlayBase and agree to abide by them.

Signed: _____

Date: _____

Name: _____

Organisation: _____

Email : _____

By supplying your email address you are also agreeing to be added to our mailing list.

Tel: 0131 654 9990 – 077406 79027 – email: playbase@midlothianplaybase.org

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Registered Charity Number SC043653

www.midlothianplaybase.org

