****

Hadrian Way, Stanwell, TW19 7HE. Telephone: 01784 241407

www.stanwellfamilycentre.org.uk

stanwellfamilycentre@surreycaretrust.org.uk

**Spelthorne Toy Library Loan Request Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Date Submitted** |  |
| **Telephone Number** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Description** | **Toy Library Asset ID** | **Price** | **Admin only** |
| **Processed date** | **Ready/ Unavailable** |
| **1.** |  |  |  |  |  |
| **2.** |  |  |  |  |  |
| **3.** |  |  |  |  |  |
| **4.** |  |  |  |  |  |
| **5.** |  |  |  |  |  |
| **6.** |  |  |  |  |  |

**Please submit this form to the member of staff operating the Toy Library. Ask at reception if you are unsure who this is. If you require assistance, please let us know. Requests are subject to availability and are processed on a first come first serve basis.**

**The Toy Library is open Thursdays 10-11.30am during term time.**

**Requests may be submitted during Toy Library opening times. They will be processed and should be collected during the Toy Library opening times on that day. Any uncollected items will be returned to the library and will need to be re-requested.**

**Items are loaned for 2 weeks and should be returned during Toy Library opening times on the Thursday that they are due back. If the 2 week loan expires during school holidays, please return the item the first Thursday that the Toy Library is open, after the holidays.**

**For more information please read our Toy Library Policy and Guidelines.**

**Thank you for your cooperation!**

****

Hadrian Way, Stanwell, TW19 7HE. Telephone: 01784 241407

www.stanwellfamilycentre.org.uk

stanwellfamilycentre@surreycaretrust.org.uk

**Spelthorne Toy Library Loan Request Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Date Submitted** |  |
| **Telephone Number** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Description** | **Toy Library Asset ID** | **Price** | **Admin only** |
| **Processed date** | **Ready/ Unavailable** |
| **1.** |  |  |  |  |  |
| **2.** |  |  |  |  |  |
| **3.** |  |  |  |  |  |
| **4.** |  |  |  |  |  |
| **5.** |  |  |  |  |  |
| **6.** |  |  |  |  |  |

**Please submit this form to the member of staff operating the Toy Library. Ask at reception if you are unsure who this is. If you require assistance, please let us know. Requests are subject to availability and are processed on a first come first serve basis.**

**The Toy Library is open Thursdays 10-11.30am during term time.**

**Requests may be submitted during Toy Library opening times. They will be processed and should be collected during the Toy Library opening times on that day. Any uncollected items will be returned to the library and will need to be re-requested.**

**Items are loaned for 2 weeks and should be returned during Toy Library opening times on the Thursday that they are due back. If the 2 week loan expires during school holidays, please return the item the first Thursday that the Toy Library is open, after the holidays.**

**For more information please read our Toy Library Policy and Guidelines.**

**Thank you for your cooperation!**