

## TERMS OF AGREEMENT

Prior to loaning out our equipment you will be asked to read and sign the following terms. The person collecting the equipment must be authorised to sign on behalf of the group taking the equipment.

### Terms of Agreement

- ◆ Under the terms of this agreement I will:-
- ◆ Ensure a safe and protected space for young people to participate in a structured positive activity.
- ◆ Risk assess the activity/session for delivery of work.
- ◆ Be responsible for your own Public Liability Insurance (we will need to see sight of this).
- ◆ Be responsible for general health and safety at your event/activity.
- ◆ Inform the Youth Work Team immediately of any damage to equipment or any repairs. You may be asked to replace the damaged item.
- ◆ Provide sufficient people to collect/return all items and appropriate sized vehicle(s).
- ◆ Be responsible for returning all items on the day agreed. Late return will incur a £25 charge per day. Lost/broken items may be chargeable to you for replacement.
- ◆ Work with us to publicise activities/events on WFYouth! ([www.wfyouth.co.uk](http://www.wfyouth.co.uk)) and [www.facebook.com/wfyouthofficial](http://www.facebook.com/wfyouthofficial) as well as capturing the outcomes for young people in reports and publicity. You may be supplied with promotional items to hand out at your event.

## LOAN SERVICE

### Who are we?

The Youth Work Team are part of Wakefield Council.

We work with and for young people to fully prepare them for adulthood, equipped with the personal and social skills to be valued and engaged as citizens, capable of making positive choices and accessing opportunities.

We will achieve this through co-ordinating and delivering a programme of high quality youth work which will include:-

- A programme of street based detached youth work where young people are identified as being involved in risky behaviours.
- A targeted group work programme for young people experiencing difficulties or vulnerabilities.
- National youth work programmes, such as a Duke of Edinburgh's Award, UK Youth Parliament and British Youth Council.
- Support to the voluntary community sector to increase youth work capacity and quality of provision available to young people in Wakefield.
- To ensure a sufficient offer of positive youth activities is available to young people and publicised across the district.

### Who can loan?

Any voluntary community groups/youth groups/youth sports teams etc. who are based in the Wakefield district. You must work with young people or be holding an event where young people are attending.

### How do I loan?

Firstly ring our office on 01924 302665 to discuss your requirements. Please don't send a booking form without speaking to us to confirm we can accommodate your request.

You will be required to complete our booking form which will be sent to you via email.

Forms which are returned not fully completed will not be accepted.

At least 10 working days notice prior to your event is required as we need time to check equipment, check its availability and prepare it for collection.

### **Equipment suitability**

Please consider carefully what equipment you wish to loan i.e. if your event is in a field then small balls/items may not be suitable as they can get lost in the grass and get spread far and wide in the field.

Please think about your audience and the suitability of equipment. Will it be suitable for young people to use?

### **Supervision of equipment**

From experience we know that having equipment supervised with activity areas coned or fenced off work better than equipment being left out in the open. Equipment can go “walkabouts” if not supervised. We find that users also get more enjoyment from a game if they are told how to play etc.

### **How long can I loan for?**

Due to the collection and return days equipment is loaned out for a minimum of 4 days i.e. Friday morning to Monday morning.

### **How much does it cost?**

Equipment in this catalogue is provided FREE OF CHARGE. If equipment is not returned on the agreed date then a charge of £25 may be applied for every day it is late. This will be invoiced to the group which is detailed on the loan form.

### **Loss of/Broken Equipment**

If equipment is returned broken or parts need replacing then the cost of a replacement/fixing may be charged to you.

### **Where do I collect from?**

The loan items are stored at Crofton Young People’s Centre, High Street, Crofton, Wakefield, WF4 1NF (in the grounds of Crofton Academy).

## **COLLECTION INSTRUCTIONS**

Please ensure a date is agreed for collection.

Ensure you arrive in a vehicle which is suitable to carry the equipment. We do have items that may not fit in an average sized car—you may have to adjust seats or arrange to bring other suitable transport.

It is your responsibility to enquire about size of items. We have tried to represent the size of equipment in photos in the brochure.

Youth Work Team staff cannot assist with the moving of equipment. Please bare in mind you may have to bring some help with you as some equipment is awkward/heavy.

Some items are supplied in stacker/storage boxes so that items can be kept together. Items must be returned in the bags/boxes they were supplied in.

***Collection days - Fridays between 9.30 am—12.00 noon.***

***Return days - Mondays between 9.30 am—12.00 noon.***

***Wherever possible please provide us with an estimated time of arrival on the collection and return days.***