



Resources Loan Form

Name:	
Organisation:	
Address:	
Telephone:	
Mobile:	
Email:	
Outgoing date:	Time:
Return date:	Time:
LCC Staff Name:	Signed:

No.	Description of resources loaned	Taken	Return

I declare I have read, agree to, and will comply with your Terms and Conditions.

Signed: _____ Date: _____

If you need to contact the Oral Health Improvement team, please telephone 0116 3050705 or email: <u>publichealthOH@leics.gov.uk</u>





Oral Health Resources Booking Terms & Conditions

Users must abide by these Terms and Conditions.

- \cdot We recommend you contact us well in advance to avoid disappointment.
- Resources are kept at Leicestershire County Council and further details will be provided when your booking has been confirmed.
- · Resources are loaned for two weeks, subject to availability.
- Please ensure you collect and return the items at the agreed date and time and time to avoid any inconvenience.
- You are responsible for the loaned items until they are returned. If an item is passed on to another person without authorisation from us then the item remains your responsibility.
- Items should be handled with care and an adult should supervise children at all times as some of our resources are quite delicate and expensive.
- If you have any problems with the resources, i.e. breakage or a lost part, please contact us immediately on 0116 305 0705 so we can amend any future bookings.
- Before items are returned, please check all resources (including box contents) against the order form and contents sheet. Missing items impact on future bookings and we may consider charging you for a replacement copy if not returned.
- Please advise us as soon as possible of any change to collecting or returning resources;
 also if a resource is no longer required as we may have someone waiting to borrow it.

<u>Contact Us</u>

Leicestershire County Council Oral Health Improvement Team Leicestershire County Council Leicester Road Glenfield LE3 8RA

Tel: 0116 3050705 E-Mail: <u>publichealthOH@leics.gov.uk</u>