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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 preferably by email to stanwellfamilycentre@surreycaretrust.org.uk no later than 48 hours before the Toy Library’s opening time.

**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 10-12.30am during term time BY APPOINTMENT ONLY.**

**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.**

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

**Thank you for your cooperation!**