



*Play Resource *
School/College *
Membership Application*

MEMBERSHIP NUMBER

SCHOOL DETAILS - Please fill in all sections in block capitals - this information must be complete before we can process your application.

NAME OF SCHOOL/COLLEGE DEPARTMENT: _____

SCHOOL PRINCIPAL: _____

CONTACT (If Different): _____ POSITION: _____

MAILING ADDRESS: _____

COUNTY: _____ POSTCODE: _____

TEL. NO (GROUP): _____ Website: _____

E-MAIL ADDRESSES: _____

1. Please tick the box which most appropriately describes your school. This will not affect your membership fee.

Primary school	<input type="checkbox"/>	Grammar School	<input type="checkbox"/>
Preparatory School	<input type="checkbox"/>	Integrated College	<input type="checkbox"/>
Secondary School	<input type="checkbox"/>	Comprehensive College	<input type="checkbox"/>

2. Number of children / young people in your School:

Age range: _____ to _____

3. If a College , please list departments who are using Play Resource.

* PRC reserves the right to seek further information regarding your application for membership.

4. Please list the person(s) responsible for arts training in your School.

NAME(S): _____

POSITION: _____

PLEASE LIST UP TO TEN MEMBERS FROM YOUR SCHOOL TO COLLECT MATERIALS FROM PLAY RESOURCE CENTRE. THE FIRST FOUR CARDHOLDERS WILL BE FREE, AND THERE WILL BE AN ADDITIONAL CHARGE OF £2.35 EACH FOR THE REMAINING SIX CARDS.

A VALID MEMBERSHIP CARD MUST BE PRODUCED ON EVERY VISIT. MEMBERSHIP CARDS ARE NOT TRANSFERABLE.

TOTAL:

FULL NAME (PRINT)	OFFICIAL POSITION	EMAIL ADDRESS	PRICE OF CARD
1.			FREE
2.			FREE
3.			FREE
4.			FREE
5.			+ £2.50
6.			+ £2.50
7.			+ £2.50
8.			+ £2.50
9.			+ £2.50
10.			+ £2.50

The email contacts supplied will automatically be added to our e-bulletin mailing list

To be completed by the School Principal

I agree on behalf of my organisation to be bound by the terms and conditions of membership which I have read and that the information on this form is correct. I also confirm that the above named are employees (paid or voluntary) and are authorised to collect on our behalf.

SIGNATURE: _____ (SCHOOL PRINCIPAL) DATE: _____

Please note, it is a condition of membership that you do not collect on behalf of a non-member group. Please inform Play Resource Centre of any changes that may affect your membership.

How did you hear about Play Resource? Please tick as appropriate:

Word of Mouth Website Press/Media Advert Mailing

Other: specify _____

ANNUAL MEMBERSHIP PRICE BANDS:

Number of pupils	Fee
Small - up to 250	£55
Medium - 251—500	£75
Large - 501 +	£100

IF USING A REQUISITION/ORDER NUMBER PLEASE ENSURE YOU HAVE ENCLOSED THIS. PLAY RESOURCE CENTRE WILL THEN ISSUE A VAT REGISTERED INVOICE WHICH CAN BE FORWARDED TO YOUR EDUCATION & LIBRARY BOARD.

Terms & Conditions of Membership



Play Resource is a Belfast based voluntary organisation and registered charity. Membership of *Play Resource* is open to any group who adheres to its **Aims** and **Equal Opportunity Policy**.

Membership of *Play Resource* entitles groups and individuals to use the services provided by the charity.

- Anyone or any group using these services must be a current member.
- If your membership is out of date by more than two weeks you will not be able to use the centre.
- Only the person named on the card can use the centre.
- Cardholders cannot bring non-members into *Play Resource* to make collections or purchases.

Visiting *Play Resource*

- Upon arrival at *Play Resource* membership cards must be handed into the reception and scanned by a member of staff. Barcodes tell us if you're out of date! NOTE: No card - no collection/purchase of materials.
- Children must be accompanied by an adult on the grounds of Health & Safety.
- *Play Resource* reserves the right to refuse admission to a member on reasonable grounds.

Collection of Waste Materials

- Any waste materials supplied by *Play Resource* must be used solely for the activities of the member group named on the membership. The materials must not be resold, exchanged or used for any other purpose.
- Waste materials must not be used for commercial or private use. Any member found selling our free materials will have their membership withdrawn.
- *Play Resource* will take all reasonable steps to ensure that the waste materials supplied are safe when appropriately used. Please heed any safety advice regarding waste materials and pass it on to others who may use them.
- *Play Resource* reserves the right to place limits on quantities of materials collected.

Membership Administration

- Membership is processed by the Administrator and can no longer be renewed at the shop desk.
- Renewal of Membership will be backdated to the date of expiry, and will last one year from that date, regardless of the date of the renewal fee was received.

Payments

- **Visa, Switch and MasterCard** is accepted at *Play Resource* with a £10 minimum amount for card transactions.
- **Personal cheques** will be accepted only when covered by a valid banker's card.
- **Credit invoices** will not be issued unless accompanied by an official order (applies to groups funded by borough councils or library boards). £15 is the minimum amount accepted for a credit invoice. £2 + VAT handling charge is added to all credit invoices. Groups applying for credit facilities will be required to complete a credit application.
- If your organisation has an invoice which is more than one month overdue, no further invoices will be issued.

Play Resource has the right to refuse or rescind membership to any group whom they feel contravenes the Conditions of Membership. A member has the right to appeal to the Management Board against such a decision.

Play Resource reserves the right to alter or otherwise add to these conditions by giving written notice.

AIMS

Play Resource aims to promote creative play and encourage environmental responsibility, by collecting non-toxic reusable waste materials from industry and providing them, together with other low cost play resources, to groups working with children, young people and community groups throughout Northern Ireland.

EQUAL OPPORTUNITIES STATEMENT

Play Resource is committed to the practice and promotion of equal opportunities in its role as an employer and as a provider of goods and services.

The centre is opposed to discrimination against people on the grounds of sex, race, nationality, age, class, religion, marital status, disability, sexuality, culture, family background, colour, political opinion and having a criminal record.

Play Resource urges its own member groups to develop their own clear policies of inclusive play provision – encouraging initiatives that will enhance the quality of opportunity for children and young people in Northern Ireland.

In pursuit of these aims the *Play Resource* will examine and regularly review policy and criteria and adapt them in accordance with changing needs.