**REsource Boxes : Liability Document**

This document represents an agreement between any school in Brighton and Hove City or a Church School in the Diocese of Chichester for the school to borrow Resource Boxes from the Diocese of Chichester Education.

I, as a representative of the school named below, agree that:

* Any resource box may only be borrowed for a half term (East Sussex one of six terms)
* Any resource box that is borrowed **must be returned by 4.30pm** prior to school holidays so that the boxes can be cleaned and sanitised (Covid-19) before going out to other schools the following term.
* Boxes must be checked by the School on receipt and before return and Return Checklist Form completed confirming that all items within the box have been returned.
* Any missing or damaged items will be charged to the school.

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| --- | --- |
| **School Name:**  |   |
| **School Address:**  |   |
| **School Phone number:**  |   |
| **School email address:**  |   |
| **Name of contact at school:**  |   |
| **Email address of contact:**  |   |

**Signed Teacher of RE:**

**Please print name:**

**Signed Headteacher:**

**Please print name:**

**Date of signing:**