

Loan box agreement

Kenley WW2 and Nature Loan boxes

Our loan boxes are created for KS2 and KS3 learning groups but may also be used for informal learning groups between the ages of 5-10 and 11-16. All boxes are free of charge as part of our Heritage Lottery Funded 'Kenley Revival Project'.

There are 2 themes of loan boxes on offer; WW2 and Nature. The WW2 materials are used to illustrate and explore Kenley's Battle of Britain and WW2 history and the nature boxes explore the Commons as a site of exceptional bio-diversity.

Our online form will ask you which box you would like, when you would like to pick it up and when you would like to return it. Please allow 2 weeks before requesting and picking up your loan box. You can also download the full itemised list of contents at this point.

Boxes available:

- KS2 WW2 box
- KS3 WW2 box
- KS2 Nature box
- KS3 Nature box

Please pick up your box at your requested time at this address:

Merlewood Estate Office

Caterham

CR3 5LN



Historic England



You will be shown the contents of the box and alongside this be given an itemised list of contents, teacher's resources and an evaluation sheet. You will then be asked to sign our 'sign-out form' to ensure we get all materials back at the agreed date in good condition.

The project team will email you a week before the end of your loan to ask if you would like to extend your loan or if your loan is to be returned at the original agreed date.

When you bring back the loan boxes, completed evaluation sheet and teaching resources, you will be asked to sign our 'signing-in sheet' and a member of the team will check the boxes content to ensure all materials are present and without damage.

Damage to items

The borrower who orders the loans is responsible for looking after them.

Please do not display any objects in direct sunlight or subject to actions that may harm the objects such as burial or submergence. Do not affix adhesives, labels, sellotape, blu-tack etc. to loans or loan cases. Please keep them in a secure place, especially overnight. If any loss or damage occurs, please inform the Kenley Revival Project.

Terms and Conditions

It is a condition of the loan that objects are used for educational use only and not for profit making purposes. Due care and diligence must be taken to safeguard the items on loan. Items on loan must be locked away when not in use. Evaluation forms must be completed for each loan box. By making a booking you are agreeing to these terms and conditions.

Under no circumstances must this material be reproduced or used outside of the educational setting that has been agreed by the Kenley Revival Project.

Please call the project team for further information:

Kenley Revival Project, Open Spaces Department | City of London Corporation
01372 279 083