PLAYGROUND

STENCILS CHECKLIST & T&C'S

Preparation Checklist

- ✓ Stencils
- ✓ Paint*
- ✓ Masking Tape
- ✓ Paper or Cardboard
- ✓ Face Masks/Goggles
- ✓ Gloves

*The paint recommended is a high performance line marking aerosol. It is a lead free, fast drying resin based paint. The high build formulation is designed for use over concrete, tarmac, wood and composites and it is ideal for playgrounds. These paints produce a hard wearing line with excellent UV stability. It is available in a range of colours; White, Yellow, Red, Green and Blue. (For one application of a full set of games (4 games = 18 sheets), it will take approximately 10 cans of 750ml paint to complete).

Preparation

Ensure all surfaces are clean, dry, and free from grease or oil or any other contaminants that may hinder application.

PLEASE NOTE:

- The 'Hopscotch' game has notches (+) on the stencil sheets to aid alignment.
- The 'Activity Circuit' game is flexible in nature and can be adapted to various playground areas depending on what space is available.
- The stencils are made of a durable material, but because of the intricate nature of their design, please handle with due care and attention. Always replace stencils in casing after use.

Drying Time

Drying times are dependent on the temperature at which it is applied, for best results the temperature should be above 10^{o} C. Normally the paint should be touch dry after 30 minutes, but the recommended drying time (before usage) is 2-3 hours.

How To Apply the Stencils

- Cordon off work area during application and for up to 3 hours afterwards.
- Layout complete stencil set for selected playground game - e.g. 'The Maze' has seven sheets. Secure stencils to the ground with masking tape.
- Ensure stencils are right way up.
- Mask off areas not being painted with cardboard or newspaper.
- Shake paint can vigorously for 1-2 minutes. Fit nozzle to upright can, invert can and use.
- Nozzle of can should be 4-6 inches above ground when applying paint.
- Leave in place for 15-30 minutes to dry before removing stencils.
- Remove stencils carefully.

Health & Safety

- Line marking paint is highly flammable, remove all sources of ignition.
- Avoid eye contact. In the event of contact wash with running water for 15 minutes and seek medical attention.
- Ensure good ventilation - harmful by inhalation. Do not induce vomiting. Wear vapour protection mask.
- Avoid prolonged contact with skin. Wear gloves. Thoroughly wash hands with soap and water after use.

Return Checklist

- ✓ ☐ 3 Way Hopscotch – 11 Pieces
- ✓ ☐ 4 Way Hopscotch – 13 Pieces
- ✓ ☐ Activity Stencil – 11 Stencils
- ✓ ☐ Twister – 5 Stencils
- ✓ ☐ Mirror Me
- ✓ ☐ Duck Duck Goose – 5 Stencils
- ✓ ☐ Silhouette Stencils – 5 Stencils
- ✓ ☐ Jump Game – 6 Stencils
- ✓ ☐ Word Stencils – 11 Stencils

Please ensure all pieces are accounted for. Loss any piece may incur a fee.

Library Stencil Equipment Loan Returns Policy

Introduction

Thank you for choosing to borrow stencil equipment from Roscommon Libraries. We are committed to providing access to a wide range of resources, including stencils, to enhance your creative and educational experience. To ensure the efficient and fair use of this equipment, we have established this Stencil Equipment Loan Returns Policy. Please read and understand the terms and conditions outlined below before borrowing any stencil equipment.

Borrower Eligibility

- Borrowers must possess a valid library card.

Borrowing Period

- The standard borrowing period for stencil equipment is 2 weeks.
- Borrowers may request one renewal of the loan, provided no other groups have reserved the equipment.
- We appeal to users of the Stencils to return it as soon as possible and within the two week lending period in the interest of fairness to other users.

Equipment Care and Responsibility

- Borrowers are responsible for the equipment and will be held accountable for any damage, loss, or theft that occurs during the loan period.
- Stencil equipment must be used in accordance with any included instructions; any misuse or damage may result in replacement charges or loss of borrowing privileges.
- Equipment must be returned in the same condition as when it was borrowed, including any included accessories or packaging.
- We understand that the paint is difficult to remove, please remove as much excess paint as possible before it dries.

Reservations

- Patrons can reserve stencil equipment in advance, and such reservations will take precedence over walk-in requests.
- Reservation requests can be made online or in person. https://roscommon.spydus.ie

Returns

- Stencil equipment must be returned in person to the library's designated return area.
- Borrowers must present their library card when returning equipment.
- Library staff will inspect the equipment upon return, and borrowers are expected to report any issues or damage to staff during this process.

Lost or Damaged Equipment

- If equipment is lost or returned in a damaged state, borrowers will be responsible for the replacement cost of the equipment or the cost of repairs.
- Borrowers may also lose their borrowing privileges if equipment is lost, damaged, or not returned within the specified timeframe.

Dispute Resolution

Any disputes regarding equipment condition, fines, or other issues should be directed to library staff for resolution.

Disclaimer

Roscommon County Library is not responsible for any damage to personal property, injuries, or other liabilities resulting from the use of borrowed stencil equipment.

Revision of Policy

Roscommon County Library reserves the right to update and modify this policy as needed, with notice to borrowers regarding any significant changes.

By borrowing stencil equipment from Roscommon County Library, you agree to abide by this Stencil Equipment Loan Returns Policy. Failure to adhere to these terms and conditions may result in replacement charges or loss of borrowing privileges. We appreciate your cooperation and hope you enjoy using our resources.

Terms and Conditions

All stencils are the responsibility of the undersigned group and any damage/loss to same while in your possession must be compensated. The Stencils must be checked by a member of Roscommon Sports Partnership on return. By signing this agreement, the group agrees to use the stencils at their OWN RISK. Roscommon Sports Partnership accept no responsibility for any injury or damage by any person using the stencils.

By signing this form, you are, on behalf of this group, agreeing to the terms and conditions of use for the playground stencils and are liable for any loss or damage to the stencils while in your group's possession.

Received By:	
On behalf of:	
Contact Number:	
Alternative Contact Number:	
Email:	
Date Collected	
Agreed Return Date:	