

# Resource Centre Organisation Registration Form (R1)

Please provide the following information in order for us register your organisation\* for use of the resource centre, payment purposes and to enable us to remain in contact with you regarding the resource centre. We will not share your data or use it for purposes not described on this form. We will retain this information for up to 7 years following your last use of the centre to comply with our financial record retention policy.

Name of lead contact:	
Job Title/Role	
Email:	Telephone:
Name and address Organisation:	Organisation Name: Address: Postcode:

Please check the box if there will be additional borrowers from your organisation. They will need to fill in a separate borrower registration form (B1).

## Payment information:

### Please check an option:

- I will pay online via online shop (a payment link will be emailed to you)
- I have signed up to the CYF Charter and do not need to pay the £25.

If you are joining as a benefice please indicate which PCC is paying your subscription and has the insurance cover for the use of these resources.

**PCC responsible:**

We would like to keep you updated with relevant information about news, training and events from the Children, Youth and Families team at the Diocese of Norwich. If you would like to receive information via email please check the relevant boxes:

- |   |  |
|---|--|
| <input type="checkbox"/> General CYF information, events & training | <input type="checkbox"/> Godly Play    |
| <input type="checkbox"/> Messy Church                               | <input type="checkbox"/> Open the Book |

By signing below I declare and agree that:

- I have permission from my organisation to register for the Resource Centre.
- My organisation will be required to pay £25\*\* to the Diocese of Norwich
- I have read the Resource Centre Terms & Conditions and agree to abide by them.

Signed  Date

Please return completed forms to a member of Children, Youth and Families or email [cyf@dioceseofnorwich.org](mailto:cyf@dioceseofnorwich.org)

\*For the purpose of this document, 'Organisation' refers to a Diocese of Norwich Parish, Non CofE Church, School, Academy, Group or Charitable Organisation. \*\*Unless they are already registered under the CYF Charter.  
January 2023.

\*\*\*\*\*

**For office use only**

**Borrower number:**

**Date Form Processed:**

**Date for Deletion:**

**Registered Parish/  
Organisation:**

**Registered as a Borrower:**

**Registered on CYF Database:**

**Payment Link/Invoice sent:**