

### ***Borrowing of Church Furnishings Policy***

Date of Policy Approval: 11/7/2002

Policy Updated: 9/21/2005

Policy Owner: Building and Grounds Committee

Church tables, folding chairs, easels and tapes may be used for off-site church events. So that we know where these materials are, we consider it a courtesy that the Minister, Office Administrator, Board Chair, or Board Secretary be given advance notice that these items will be used off site.

While the church does not encourage borrowing for personal use, exceptions will occasionally be made for church members to borrow tables and folding chairs for up to a three-day period. No other furniture, equipment or materials are available for borrowing for personal use.

A sign-out sheet will be available in the administrator's office. This form must be filled out by the borrower and then signed by the Office Administrator, Board member, or the Minister. When the items are returned, a notation will be made listing the date of return.