

SAINT MATTHIAS UNITED METHODIST

Church Equipment/Property Check-Out Policy

St. Matthias UMC has been blessed by God with the facility and equipment used for worship and ministry. This building and equipment are tools for us to serve our God as well as our community. We welcome members and regular attendees to take advantage of the building and equipment to meet their needs and special events.

Any member of SMUMC is welcome to utilize selected church owned property and equipment according to the terms of this policy. If the person wanting to borrow property is a regular attendee, but not a member, they must get a member to take responsibility for the church property being borrowed. Equipment that will not be loaned to members includes, but is not limited to: computers, sound equipment, projectors, printer copiers, keyboards, and maintenance equipment (i.e. vacuum cleaners, and ladders). **SANCTIONED CHURCH CALENDAR EVENTS WILL TAKE PRECEDENCE OVER PERSONAL USE EQUIPMENT REQUESTS.**

Any item used, must be returned in like-condition as borrowed. The borrower agrees to replace damaged, lost, or stolen items.

The replacement cost of items will be determined by the Board of Trustees.

This policy shall be administered by church’s administrative assistant and all forms and records maintained and filed in church office.

I have read the above policy and agree to the conditions stated.

Name (signed): _____ Name (printed) _____

Item(s) requested: _____

Date needed: _____ Date to be returned: _____

Name of office staff-member processing the request: _____

The following is to be filled out by church office personnel

___ The church calendar has been consulted and there is no conflict with dates items are requested.

___ Item(s) requested are in good condition when checked out.

Upon Return:

___ Item(s) were returned by expected date.

___ Item(s) were returned in satisfactory condition

Staff-member signature: _____ Date: _____