

Church **Use of Church Equipment Policy**

All equipment owned by _____ Church was purchased or donated for the purpose of ministry. Our desire is to welcome every opportunity to use those things God has provided to our church to further that purpose.

Ministry Related Events:

- A _____ Church member or non-member may request to use church equipment for a ministry related event no more than one month prior to the event, with the exception of weddings. Request for the use of equipment for weddings may be made 3 months in advance. Prior to approval of any request, staff members will be contacted to ensure that equipment is available and to communicate any special instructions for the proper use of the equipment.
- Request for the use of equipment should be made by contacting the church office and filling out the Use of Equipment form.
- The church office will maintain a written record of the person(s) who have borrowed equipment, the purpose of the event, the date of pick up and return of equipment.

Non-Ministry Related Events:

- Any _____ Church member or active Small Group member may request the use of church equipment no more than one month prior to the event. Prior to approval of any request, staff members will be contacted to ensure that equipment is available and to communicate any special instructions for the proper use of the equipment.
- Request for the use of equipment should be made by contacting the church office and filling out the Use of Equipment form.
- The church office will maintain a written record of the person(s) who have borrowed equipment, the purpose of the event, the date of pick up and return of equipment, and a signed agreement stating the value of the equipment and the commitment of the responsible party to replace or repair any equipment that is damaged while in their care.
- The staff member responsible for maintaining equipment that may be damaged or destroyed will work with that individual and/or group to oversee its repair or replacement. However, should the person or group refuse to reimburse the church, as a church family, we will assume responsibility for repairing or replacing the damaged equipment.

* The defining of an event as ministry or non-ministry related will be made by the church administrative staff .

** Approved by church Vote: _____