



Date Approved: **October 10, 2009**

Approved By: **Church Council**

BORROWING POLICY

Statement of Policy:

Significant financial resources have been invested in Bethel Lutheran Ministries' facilities and contents thru the generous contributions of its members. Therefore, proper oversight must be given to the contents/equipment to:

- ensure that facility contents and equipment are available when needed to effectively carry out the ministry objectives and goals; and
- ensure that facility contents and equipment are properly protected against loss, misuse or destruction.

General Guidelines:

The property and equipment of Bethel Lutheran Ministries are available exclusively to members of the church for temporary use upon approval of the Business Administrator. The "Request to Use Ministry Furniture/Equipment" form should be filled out, signed and returned for consideration prior to removing the property from the facilities.

Items that can be borrowed – oblong brown tables, old folding chairs, kitchen items (dishes, glasses, serving pieces, coffee pots, utensils, roasters, pots/pans and carts), lawn/garden equipment, tools, ladders.

Items that cannot be borrowed – white round tables, round brown LWML tables, new folding chairs, laptops, computers, cell phones, musical equipment, AV equipment.

Items not on either list will be considered on a case-by-case basis with the approval of the Business Administrator.

Requests from other ministry based or nonprofit organizations for property or equipment will be considered on a case-by-case basis with the approval of the Church Council.

