

All Souls Unitarian Universalist Congregation

Loan of Personal Property to All Souls Policy

Purpose: To provide guidelines for the Loan of Personal Property to All Souls Unitarian-Universalist Congregation and to establish a procedure for documenting and managing these loans.

Policy: All Souls Members and Friends may own Personal Property that they would like to make available for All Souls use while retaining a degree of ownership and control over the handling of such Personal Property. These items may be designated as a Loan to All Souls, versus a donation or gift, under this policy. All Souls will hold these items with the same degree of care for items which it owns, however we cannot accept liability for these items. An officially recognized representative of All Souls must determine that All Souls has a use for the item in support of our Mission. At the conclusion of the loan All Souls will attempt to return the item and, if unable to do so, may dispose of it in an appropriate manner.

Loan Acceptance Criteria:

1. All Souls must have a use for the loaned items that supports our mission as determined by an officially recognized representative of All Souls.
2. The owner shall be responsible for insurance on the items. Lender is advised to obtain confirmation of coverage from his/her insurer, as All Souls does not carry primary insurance on personal property left in its custody. All Souls assumes no liability for risk of loss and/or damage to the object.
3. A completed Agreement for Loan of Personal Property to All Souls shall be delivered to The Office Administrator.

Procedure:

1. An officially recognized representative of All Souls shall be considered to be any of the following: Committee Chair or Co-chair, Team Leader, Board Member or Staff Member
2. Anyone intending to Loan items to All Souls must complete an Agreement for Loan of Personal Property to All Souls, have it signed by themselves and at least one person who is an officially recognized representative of All Souls, who has determined that All Souls has an appropriate use for the loaned items.
 - An attached list with detailed descriptions is acceptable.
 - An Attached photograph may be included.
 - If available, an estimate of value can be provided.
3. Items left at All Souls without a recorded Agreement for Loan of Personal Property to All Souls, will be reviewed to determine if they are considered gifts to All Souls, should be returned their owners, or disposed of.
4. The Office Administrator shall maintain records of the Loan.
 - a. The Office Administrator shall be responsible for ensuring that a record of the items Loaned and who loaned them is maintained.
 - b. The Office Administrator shall be responsible for ensuring that the completed Agreements for Loan of Personal Property to All Souls items are filed and available for reference.
 - c. The Office Administrator shall be responsible for initiating an annual review of the listed Loaned items to verify their status. If no longer needed by All Souls Items shall be returned to their owner.

All Souls Unitarian Universalist Congregation
Agreement for Loan of Personal Property to All Souls

_____ (Print Name of Lender), agrees to lend the personal property described herein to All Souls Unitarian Universalist Congregation (“ASUUC”).

Lender and ASUUC agree as follows:

1. Loan Period. If no period is specified herein, the loan is for an indefinite term or until ASUUC returns the property to the Lender; otherwise the loan shall terminate on _____ and Lender shall remove his/her property at that time.

2. Description of Property: _____

3. Return of Property. If, at the expiration of this agreement, Lender does not remove the property, ASUUC shall notify Lender in writing that the property shall be removed within thirty (30) days, after which time ASUUC shall place the property in storage or return the objects to Lender; either option to be at Lender’s risk and expense.

4. Risk of Loss or Damage/Insurance. Lender is advised to obtain confirmation of coverage from his/her insurer, as ASUUC does not carry primary insurance on personal property left in its custody. ASUUC assumes no liability for risk of loss and/or damage to the object. ASUUC warrants that it will give personal property in its custody the same care provided similar property of its own, but assumes no additional responsibility in regard to Lender’s personal property.

All Souls Unitarian Universalist Congregation

Lender

Signature of Committee/Team/Staff Member
Accepting Loaned Property

Phone Number: _____
Address: _____

Date: _____