

## CHURCH EQUIPMENT USE

- A Property Receipt will be filled out and signed describing the church equipment and number of pieces being borrowed before any church equipment may be taken from church premises.
- If equipment is damaged, damages should be described next to the item on the Property Receipt before the equipment is taken from church premises.
- The Property Receipt will be filed and maintained in the church office until the equipment is returned.
- A \$50.00 deposit is required when signing out equipment. The deposit will be held in the church office until the equipment is returned.
- The \$50.00 deposit will be returned in full if the equipment is returned undamaged.
- If equipment is damaged upon return, an evaluation will be made to determine the cost to repair or replace the damaged item. The \$50.00 deposit will be applied to this cost.
- The following steps should be followed when signing out church equipment:
  - ▶ Get permission from the church office to borrow church equipment.
  - ▶ Fill out a Property Receipt annotating all the equipment being borrowed.
  - ▶ Inspect the equipment for damage.
  - ▶ Annotate damage to the equipment on the Property Receipt.
  - ▶ Give the Property Receipt and a \$50.00 deposit to church office personnel prior to removing any equipment from church premises.

Revised August 2006