

# Church Borrowing and Use Procedure

## **For borrowing items from the church:**

1. Dates for all items to be borrowed must be checked with the office. The secretary will log on borrowing sheet the date and items to be borrowed. The borrower will log on the borrowing sheet when the item(s) are to be returned. **Please do not borrow anything unless your name has been logged on the sheet located on the bulletin board outside of the kitchen.**
2. Tables & chairs are allowed to be borrowed by church members for small gatherings. All borrowed items need to be returned to the church by 8:00am Sunday morning and available for church use on Wednesday nights (for confirmation) during the school year. In the case of a funeral or other church event tables and chairs will not be lent out. Please load items carefully and respect the property you have borrowed. If something happens to the property, please notify the office immediately so the Property Committee can make repairs.
3. Chairs, etc. may be borrowed for community/large gatherings with council permission.

## **Member Use of Church**

If a member of the congregation would like to use the church basement for a family gathering or event (i.e. a bridal shower, reception after a baptism) there is no charge. However the basement must be reserved through the office and the tables and chairs should be returned to the arrangement they were in when you arrived.

## **Non-Members Use of Church**

For groups outside the congregation wishing to use the basement the following steps must be completed.

1. Reserve the date through the church office (dates will be subject to cancellation should a need of the church arise (i.e. a funeral) that cannot be rescheduled. Every effort will be made to ensure a cancellation is not necessary).
2. Provide proof of liability insurance to the church office.
3. Submit the appropriate fees to the church office before the event begins.

## **Building Use Fees for Non-Member Groups**

Building use fee (for use of entire building).....	\$150
Rental fee for basement use.....	\$100
Custodial fee (to be paid in addition to the appropriate fee above)....	\$50
For single room use.....	\$50

Special arrangements may be made for youth development groups and non-profits. The council must approve all special arrangements. Contact the council president or Pastor for consideration.

