

Use of Church Furnishings and Equipment-- Calvary Lutheran Church

It is important to be good stewards of the equipment and furnishing that have been purchased or given to Calvary Lutheran. That means:

*protecting them from loss and damage, but also

*making sure all our possessions are used to further the mission of Calvary, on and off the property.

We will try to carefully and thoughtfully negotiate those two sometimes contradictory needs. There are three categories of equipment, the first never to be loaned out, the second using a more careful process, and a third category that can simply be signed out.

I. The round tables and newer chairs in the Fellowship Hall will not be loaned for any reason or event.

II. For other equipment, the following procedure should be followed if articles are requested by a member or an outside party.

Anyone requesting to borrow equipment is asked to fill out an Equipment Request Form available in the church office. Copies of that request form will be made and passed on to three people for review and signatures:

1. the chair of the appropriate committee
2. the congregation president
3. the pastor

If it is an item relating to the music program, the Music Coordinator will be the first person on the list instead of a committee chair. If the request is for kitchen equipment, the WELCA President will be the first person.

After each person has a chance to see the request and consult with each other as needed, all three must sign off on the request for it to be approved. In the absence of one of these people, a request can be approved with two of the three persons signing.

The form will have a signature in which the borrower takes responsibility for replacing or repairing any damage that is incurred when the item is off the church premises. The above list of Calvary leaders are the committee that will arrange for repair or replacement as needed.

III. Some items, usually under \$50 in value, may be borrowed using an easier system. This includes a limited number of older rectangular tables and metal folding chairs available for use. These items can be borrowed making sure that the Office Coordinator or Head Custodian know that they are being borrowed. And by signing up on a sheet posted in the church office with the borrower's name, the intended use of the equipment, and the return date. When the equipment is returned, they should ask the office staff to help them sign the equipment back in.

Equipment Request Form-Calvary Lutheran Church

Equipment requested _____

Date equipment needed _____ Person requesting _____

Phone Numbers: Home _____ Work _____ Cell _____

Member of Calvary? Yes _____ No _____

Intended use of equipment? What kind of event or occasion?

Below, please sign that you take responsibility for replacing or repairing any damage that is incurred when the item is off the church premises. The Calvary leaders listed below are the committee that will arrange for repair or replacement as needed.

Signature of responsibility _____

Copies of that request form will be made and passed on to three people for review and signatures:

1. The chair of the appropriate committee or another appropriate leader
2. The congregation president
3. The pastor

If it is an item relating to the music program, the Music Coordinator will be the first person on the list instead of a committee chair. If the request is for kitchen equipment, the WELCA President will be the first person.

After each person has a chance to see the request and consult with each other as needed, all three must sign off on the request for it to be approved. In the absence of one of these people, a request can be approved with two of the three persons signing.

Copies sent out by Calvary Office Coordinator or another Calvary Staff:

Initial here _____ Date _____

Copies to and their signature requested below:

Pastor _____

Congregation president _____

Response needed by the following date _____

"I concur with this request" _____