

**St. Andrew's United Methodist Church, Cherry Hill, NJ**  
**Policy and Procedure for Borrowing Church Equipment and Furnishings**

**Statement of Purpose**

This policy and accompanying procedure provide guidelines to church members and staff for removal of church-owned equipment and furnishings from church premises.

Because St. Andrew's operates on a budget, all members and staff must protect the church's assets. We must handle them carefully, minimize their wear and tear, and extend their life as far as possible. We must prevent loss or damage to all church property through unauthorized, unnecessary, and/or careless use. Equipment and furnishings are owned by the church specifically to facilitate activities of the church, church organizations, and church groups.

**Policy**

Only a member of St. Andrew's may borrow church equipment and/or furnishings.

A request for borrowing any equipment and/or furnishings must be made in advance, in writing, to the church office. The Secretary -- and in some cases, the Board of Trustees or the Pastor -- will grant or deny permission for such borrowing.

On rare occasions, a deposit may be required.

Church equipment and furnishings that may be borrowed include any portable item or article owned by the church, including, but not limited to, furniture (tables and chairs), kitchen equipment (appliances, coffee urns and pots, other pots, pans, containers, tableware, decorative items, etc.), non-electric janitorial tools and supplies, and non-electric yard maintenance equipment.

The borrowing member is liable for any damage, loss, and/or theft of the equipment and/or furnishings during the borrowing period, up to and including the replacement costs of the item(s).

The borrowing member agrees to hold harmless St. Andrew's and its other employees, members, and associated volunteers in the event injury or death results from its use or misuse.

## **St. Andrew's Policy and Procedure for Borrowing, *continued***

### **Procedure**

A request for use of church equipment or furnishings off the church premises must be submitted to the church office by letter or email, and must include the Borrowing of Church Equipment and Furnishings Request Form, which follows.

The request must be submitted one week or more in advance of the borrowing, if possible, or otherwise according to the Secretary's, Trustees,' or Pastor's discretion.

The form must be completely filled out, and include precisely which and what quantity of equipment is needed; the anticipated use, dates and times involved; and contact information for the responsible member. It must be signed by the borrowing member.

Communications and other electronic equipment may not be borrowed from the church.

Power tools, including yard and maintenance equipment, may not be borrowed from the church.

The Secretary, and at times the Trustees or the Pastor, will inspect and make note of the condition of the furnishings or equipment at the time of borrowing.

In some rare cases, a cash deposit may be requested of the borrower, at the discretion of the Trustees or the Pastor.

All furnishings and equipment must be cleaned before being returned. They must be inspected upon return by the Secretary, Trustees, or Pastor, and noted to be free -- or not -- of damage or loss during the borrowing period.

Any cash deposit to be returned will be handled by the Secretary.

All requests for borrowing items not covered by this policy and procedure must be approved by the Board of Trustees or the Pastor.

**St. Andrew's United Methodist Church**  
**Borrowing of Church Equipment and Furnishings Request Form**  
*-- For Use by Members Only --*

Date \_\_\_\_\_

Name of Borrower \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Phone No. 1 \_\_\_\_\_ Phone No. 2 \_\_\_\_\_

*I wish to borrow the following equipment/furnishing (include numbers of each item):*

*Furniture* \_\_\_\_\_

*Kitchen Equipment* \_\_\_\_\_

*Electronic Equipment* \_\_\_\_\_

*Janitorial Equipment* \_\_\_\_\_

*Yard Maintenance Equipment* \_\_\_\_\_

*Other* \_\_\_\_\_

*Reason for Borrowing:* \_\_\_\_\_

*Date of event* \_\_\_\_\_

*Equipment pick-up date:* \_\_\_\_\_ *Equipment return date* \_\_\_\_\_

*Condition of Equipment upon Borrowing*

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*Condition of Equipment upon Return*

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*Signature of Borrower* \_\_\_\_\_

*Signature of Approval at Borrowing (SAUMC)* \_\_\_\_\_

*Signature of Approval at Returning (SAUMC)* \_\_\_\_\_