

Roxboro Presbyterian Church

EQUIPMENT LOAN POLICY

- 1) Members are authorized to borrow on a limited basis the tables, folding chairs, tablecloths, and large coffee pots, provided there are not any scheduling conflicts. No other equipment is to be borrowed without the permission of the session.
- 2) Folding chairs and tables located in the fellowship hall and the educational wing are the only chairs and tables that may be borrowed. Other types of chairs and tables located elsewhere in the church shall not be borrowed.
- 3) The minister shall authorize the borrowing of the above items. The clerk of session or church secretary shall authorize borrowing in the absence of the minister.
- 4) Equipment shall not be loaned in the event of a scheduling conflict with a church sponsored program or activity.
- 5) All borrowed items shall be returned in their original condition and to the original location within the church.
- 6) Tablecloths shall be cleaned prior to return.
- 7) An inventory shall be taken of all items borrowed and returned.
- 8) The borrower accepts full responsibility for safe keeping all items removed from the church.