

St James United Methodist Church Equipment Use Policy

St James United Methodist Church has been blessed by God with the equipment used for worship and ministry. The equipment are tools for us to serve God as well as our community.

The following equipment use policy have been adopted by the Board of Trustees relative to the use of Church owned equipment.

St James United Methodist Church has many types of equipment for use by its various ministries. Because of the difficulty in keeping track of the equipment, no individual member may request the use of equipment for personal use outside the Church grounds.

No Church-owned equipment may be used off Campus without prior written approval from the Board of Trustees. Church ministries and organizations may request use of certain equipment off Campus. Application for the use of any equipment must be written on the form provided for this purpose.

It will be the policy of this church that the equipment of the Church be used for ministry functions of St James United Methodist Church only.

Any group/person requesting the use of church-owned properly must read and sign the following Equipment Checkout Form.

If permission is obtained from the Board of Trustees, equipment may be utilized off Campus for church sponsored events only. The period of use shall be 2 working days. The requesting group/person is responsible for security, maintenance and return of the equipment to the original location. The Facilities Manager will keep a record of the equipment checked out.

The use of equipment by non-authorized persons will not be permitted.

Equipment Checkout Form

I have read the above policy and agree to the conditions stated

Group: _____

Name: _____

Email: _____

Contact Information: _____

Purpose of Use: _____

Equipment requested (be specific): _____

Date needed: _____ Date to be returned: _____

Trustee Signature: _____ Date: _____

The church calendar has been consulted and there is no conflict with dates equipment is requested.

Equipment requested is in good condition when checked out.

Facilities Manager Signature: _____ Date: _____

Upon Return:

Equipment returned by expected date: _____

Equipment returned in satisfactory condition: _____

Facilities Manager Signature: _____ Date: _____