

Medora Community Bible Church

Policy on Borrowing Church Property

The property of Medora Community Bible Church is for the use of the congregation to enjoy in Christian fellowship.

Church equipment and property (tables, chairs, tools, etc.) can be very expensive. Therefore, in order to care for the property God has given us and to accommodate the increasing demands for borrowing church property, we have developed a policy. The policy should answer any questions you may have:

Concerning Church Functions

- A. Church property can be borrowed for an approved church function. The function should be noted by the church and added to the church calendar at least two weeks in advance.
- B. When transporting or borrowing church property, care must be demonstrated in handling the property. Any damages should be reported to the church office.
- C. The deacon in charge of the property that you want to borrow should be notified two weeks in advance. You will need to make sure the property was not previously scheduled to be used for another church function.
- D. The borrower will be required to return the item to the same place in which it was found. We expect all returns to be done neatly and orderly.
- E. All tables and chairs must be returned A.S.A.P, but always before the following Sunday.
- F. A log sheet in the secretary's office must be completely filled out before taking materials. When returning the materials, the borrower must notify the secretary.

Concerning Non-Church Functions

- A. Church members and families may be able to borrow church property for special occasions (family reunions, graduation parties, weddings, etc.).
- B. All requests for these non-church functions should be submitted two weeks in advance to the deacon in charge of the property. Your request will then be answered.
- C. Church property used on a regular basis (tables, chairs, hymn books, etc.) maybe borrowed, however, it can only be borrowed in limited quantity so that we cover regular church functions.
- D. If the non-church function conflicts with a regular church function, the church function will always receive first priority.
- E. All policies for church functions apply for non-church functions as well.