

## **Borrowing of Fellowship Furniture & Equipment**

**Borrowing policy: Members are allowed to borrow selected equipment and furniture from UUFb for off premise use. The guidelines below have been developed to assure that items are accounted for and returned in good condition at the expected time.**

### **Who is Eligible to borrow?**

- Minister and Members in good standing at UUFb.
- Religious Organizations with whom we are associating for community services/benefits.

### **Occasions for Borrowing Furniture/Equipment?**

- Family, Fellowship, and Off-site events
- Community activities that UUFb supports.

### **Liability:**

- Borrower is responsible to return and finish setting up all items at least **two hours** prior to next fellowship service/meeting/event.
- Borrower is responsible for returning items in original borrowed condition or paying for repairs/ replacement of damaged items at Facility Committee's discretion.
- There is no cost. Borrowers are welcome to make a donation.

### **Amendment:**

Amendment of policy is possible as recommended by the Facilities Committee Chair to the UUFb Board.

## PROCEDURES

### **REQUEST FORM (Application):**

The attached form is to be completed by applicant, signed and submitted digitally or in print to the Facilities Chair. Pre-planned events must be submitted at least two weeks in advance. Sudden or unexpected events (e.g., funeral and such) will be submitted and approved as soon as possible when need occurs.

### **UUFB FURNITURE & EQUIPMENT:**

Facilities Committee Chair will approve and maintain a lending list of available equipment. The items will be clearly labeled (furniture pieces numbered, as needed). Special equipment to lend will be listed with title and Ref. number. Directions for use and care of equipment will accompany. (Not everything is for lending.)

Committees or departments that regularly use certain items may be consulted before lending is approved (Hospitality-coffee pot, Worship-music stand, etc.).

### **LENDING JOURNAL**

A Lending Journal will be stored in the administrator's files to maintain the "List of Lending Items," a "Log Sheet" for check out/in name and dates, application forms and approved applications, "Use Directions" (and other info as deemed necessary).

### **FACILITIES COMMITTEE**

The Facilities Committee Chair will oversee and maintain the lending system by approving the applications and assigning someone to meet borrower. The assigned Facilities member will contact the borrower to schedule opening building for pickup and return of items. (Facilities member's discretion determines participation in loading, unloading and setup of items.)

Approved on May 24, 2016 by UUFB Board