



Loan Policy and Request Form

For requests to borrow church property

Sometimes there is a need to borrow items from the church for a personal function or ministry event away from the facility. Below is our stated policy regarding such lending of property along with a form that will need to be completed **and approved** before anything is loaned out from the church facility.

Foundational reasons for our policy:

- We desire to be good stewards of what God has given us by taking care of our material resources to help us be effective in ministry.
- We desire to be a giving church, allowing others to use what God has blessed us with.
- We desire to bless others when we can in order that we might model Jesus and make things easier for others.

Loaning Policy:

- Not all items in the church are allowed to be borrowed. Just because you can see it, does not mean we will lend it. This is due to the expense of an item, it's use in the church, and the required tear down and set up. What is loaned out is to be determined by staff on a case-by-case basis.
- Church ministry and ministry events will always take precedence over loaning. In the case that a previously approved item to be loaned needs to be rescinded, person will be notified as soon as possible in order that they may make other arrangements.
- Someone must inspect any items being borrowed before it leaves the church and upon return to the church, checking for any damage that may have taken place.
- There is a \$10 cost to borrow which will go into the general fund in order to eventually replace worn items as needed.
- All items borrowed must be returned properly cleaned and in the same condition as they were loaned out.
- You are responsible financially for any excessive wear and tear and for replacement of any broken items.
- Church reserves the right to refuse someone from borrowing any item for any reason. Past mishandling of items will result in a loss of borrow privileges.

(Request to Borrow on the back) "➔"

Request to Borrow:

Name of Requestor: _____ Cell Phone: _____

What do you want to borrow (please include quantity)?

Item(s) _____
Quantity

Item(s) _____
Quantity

Item(s) _____
Quantity

Date needed: _____ Time needed: _____ *am/pm*

Date to return: _____ Time to return: _____ *am/pm*

Please describe why you need to borrow the above items:

Please read and check off each item indicating that you agree with the statement:

- I have read the East Hills Loan Policy on the back of this page.
- I understand that Church ministry and ministry events take precedent over my request, even if it is initially approved.
- I agree to have someone inspect any items I borrow before it leaves the church and upon return to the church.
- I agree to a \$10 nonrefundable payment upon borrowing any items.
- I agree to return any items borrowed properly cleaned and in the same condition as I received them.
- I will pay to replace any broken items or repair any damaged items I borrow.

Signature: _____ Today's Date: _____

FOR OFFICE USE ONLY:

Reviewed on (date): _____ Result? Approved Not Approved

Deposit amount of \$ _____ collected on (date) _____

Comments: _____