First United Methodist Church

Equipment and Business Personal Property
Usage Guide

The following guidelines are in place so that you, Trustees and Staff are all in agreement as to what constitutes good stewardship in relation to the equipment and property of the church. First United Methodist Church agrees to make available to its members certain equipment for your use. Examples of such equipment are grey chairs, grey rectangle tables, kitchen items, etc.

ANY use of the equipment and business personal property must be secured through the church office which includes a check-out process.

All items checked out must be returned within 48 hours of your event.

If arrangements to pick up the item(s) require keys, you must also check them out through the church office. If you are using keys, you are responsible for making absolutely sure all doors and windows are locked, lights are out and the building is secure.

Items must be returned to the place where you obtained them and in a clean and usable condition. Any parts/items missing or broken must be reported to the church office.

Revised August, 2008