



Responsible Trustee	Date policy produced	Name of Policy Writer	Frequency of Review	Date reviewed on / by whom	
Secretary	16 February 2016	Tony Wilkes	Every 3 years	John Milroy/ Tony Wilkes	5 November 2018

Policy for Borrowing Church Equipment

1. Church members or regular attenders may borrow tables and chairs or other equipment as agreed with church staff.
2. Church activities and other activities scheduled on church property have priority for use of church equipment over use by anyone off the church premises.
3. Equipment is to be returned for Sunday morning use, unless previously agreed.
4. Those who borrow equipment from the church assume full responsibility for collecting, transporting, using and returning as prearranged with church staff.
5. Persons borrowing church equipment are fully responsible for any breakage or damage, loss or theft which occurs from their use of the equipment while it is in their possession including during collection and delivery.
6. When in possession of the equipment, the borrower is responsible for using the equipment in a safe manner for which it was designed.
7. Those who borrow equipment agree to hold harmless and indemnify Cambray Baptist Church, its employees, members, volunteers and Trustees against all claims or losses arising out of use of church equipment.

AGREEMENT

I the borrower of the following church equipment of Cambray Baptist Church, Cheltenham, agree to abide by all the policies pertaining to borrowing church equipment as listed above and specified below.

Name of person or organisation	
Address	
Phone	
Email	
Date of event	
Address of event	
Equipment to be borrowed	
Date and time of pickup	
Date and time of return	
Condition of equipment at pickup	
Condition of equipment at return	
Signature	