

EQUIPMENT LOAN PROCEDURE

INTRODUCTION

The purpose of this policy is to outline procedures for the loan of equipment owned by York Christian Fellowship.

ELIGIBILITY

Equipment will be available for ministry related purposes **only** for anyone that is helping serve in a YCF ministry.

TYPE OF EQUIPMENT AVAILABLE

The equipment available for loan is wide ranging, however it is not anticipated that items of electronic equipment or musical instruments would be available.

AVAILABILITY OF EQUIPMENT

Equipment shall only be available for loan at such times as it is not required for YCF ministry use.

AUTHORIZATION FOR LOAN

Approval of equipment must have the Director of the ministry and Pastor approval for any authorization of loaned equipment.

DOCUMENTATION

Any person requesting the loan of equipment is to complete the form at *Attachment A*.

RETURN OF LOAN EQUIPMENT

The ministry director is responsible to monitor the **return of equipment** and any follow up as required.

ATTACHMENT A

EQUIPMENT LOAN REQUEST

NAME.....

ADDRESS.....

CONTACT DETAILS.....(h).....(c)

DATE(S) EQUIPMENT REQUESTED:

From.....To.....

TYPE OF EQUIPMENT REQUESTED	NUMBER OF ITEMS
.....
.....
.....
.....
.....
.....

OFFICE USE ONLY

EQUIPMENT AVAILABLE: YES NO *(Check ministry teams)*

DATE APPLICANT ADVISED.....

DETAILS ENTERED IN CHURCH LOG *(Signature)*

DATE OF COLLECTION.....

I hereby indemnify without limit York Christian Fellowship against any claims, however caused that may arrive through use of this equipment.

I agree to return all items in identical condition as received or meet the full financial cost of repair or replacement.

I have checked items for damage. (List noted damage below)

Note: Director of Ministry and the Borrower must check equipment together when returning equipment.

BORROWER'S SIGNATURE.....

OFFICE USE ONLY –

ITEMS RETURNED IN ORIGINAL CONDITION YES NO

LIST DAMAGE BELOW

..... / /
Director Signature and Date

Referred to Administrator / /
(Additional damage only)

COPY TO BORROWER / /