

## **The Purpose of the Equipment Lending Policy**

Equipment is an asset entrusted to the church to be used to advance its mission. All equipment belongs to the church, which has a legal and spiritual obligation to steward it as best serves the interests of the church.

## **Conditions for Use**

An individual may utilize the church's equipment provided the following conditions are met:

1. Requesting party is a member of the church.
2. Event is held at the church's current facilities.
3. Use of the equipment does not interfere with official church functions. All proposed schedules, alterations to equipment, storage of equipment, etc. must be considered.
4. Use is approved by the ministry leader responsible for the equipment (ex. A/V Team Leader, Youth Leader, etc.).
5. Use is supervised by the ministry leader responsible for the equipment or another team member they designate.

## **Requirements for Weddings**

In addition to the conditions for use listed above, an individual borrowing church equipment for a wedding must abide by the following:

1. Honorarium of at least \$100 is required for ministry team member selected to supervise equipment usage during a wedding ceremony.
2. Use of church equipment during a wedding reception must be approved separately by the ministry team leader responsible for the equipment. If the gear requires any supervision (turning mics on and off, playing music, etc.), an hourly rate similar to average market rate will need to be negotiated for the member of the ministry team staying to run the equipment and pack it up. Expectations for the reception need to be communicated clearly ahead of time.