

Loaning Policy

Effective Date:	May 2013
Revision Date:	May 2013
Next Review Date:	
Approved By:	Council
Contact Person (s):	Brenda Nickles

Purpose:

Policy:

Kitchen items, tables and chairs are not to be removed from church property for personal use.

Procedure Statements:

If items are used for an offsite function such as the smelt feed, all items removed must be inventoried. The inventory list needs to include all items removed from the church and the name of the person removing the items. The completed inventory list shall be placed in the Building and Grounds mail box. When the items are returned all items must be checked off and a copy of the inventory left in the Building and Grounds box. Any items that are missing or damaged shall be brought to the attention of the Kitchen Coordinator or the Building and Grounds committee as soon as possible.

See attached sample inventory form;

Related References:	
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