

REQUEST TO USE CHURCH PROPERTY
First United Methodist Church of New Ulm, Minnesota

The use of church property, such as tables, chairs, roasters, coffee makers, dishes, and any other equipment to be taken from church premises must be approved by a representative of the Resource Management Team. Non-member use of church property may require a damage deposit of _____. In certain circumstances, at the discretion of the Church, the damage deposit may be waived.

Kitchen items must be requested from the UMW Chairperson.

Round tables and padded stacking chairs from the church social hall/fellowship hall/dining room are not available for borrowing/removal from church premises.

PROCEDURE

1. Request written permission to borrow items (see form below)
2. Receive written authorization to remove items from church premises
3. Give copy of authorization to the church custodian and church secretary, for information purposes. Pay damage deposit, if applicable.
4. Remove authorized items under supervision of a church representative
5. Return borrowed items in a timely manner, in clean and undamaged condition.
6. Report any damage that occurs. Receive damage deposit, less any amount required for repairs to damaged items.

AUTHORIZATION TO USE CHURCH PROPERTY

Items requested:

- 1.
- 2.
- 3.
- 4.
- 5.

Requested by: _____ Date of Request _____

Relationship to First UMC: _____

Authorized by: _____ Damage deposit: \$ _____

Signed Out By _____ Date/Time Signed Out _____

Signed In By _____ Date/Time Signed In _____

Damage Deposit Returned by (signature/date) _____

Approved June 1, 2017