FOLDING TABLE and CHAIR LOAN POLICY

• Church Participants are able to borrow folding tables or folding chairs with a 15 day advance written notice to the church administrator.

• The folding tables and chairs in the storage room off of the Fellowship Hall are the only tables or chairs that may be borrowed.

• Borrowing folding tables or chairs is on a “first come” scheduling basis.
  o The church administrator will manage the scheduling.

• Tables or chairs shall not be loaned in the event of a scheduling conflict with a church sponsored activity or event.

• Tables and chairs will be returned in the original condition and to the original location within the church.
  o Any damage to the tables or chairs will be the responsibility of the individual borrowing the table(s) or chair(s).

• Six (6) tables must be left for potential events within the church.

• Twenty four (24) chairs must be left for potential events within the church.

• Tables and chairs must be returned on the date agreed upon with the church administrator.
  o Late fees could be assessed amounting to but not exceeding $10 per table per day or $5 per chair per day.

• An inventory shall be taken of all items borrowed and returned.

X

(By signing above you agree to the all the terms and conditions of the folding table/chair loan policy)

______________________________________________________________

(Date at time of signature above)