



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.
 - 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.
 - 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.
 - 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)