

## **First Unitarian Church of Des Moines**

### **Operating Policies – Use of church-owned equipment**

Church-owned equipment is defined as any piece of equipment purchased with church funds or accepted by the Management Team as a donation to the church. The basis of this policy is to safeguard the equipment from damage or loss.

This equipment includes, but is not limited to,

- Sound system equipment
- Stage lighting
- Musical equipment
- Chairs and tables
- Audio-visual equipment
- Kitchen equipment and tablecloths
- Ladders
- Classroom equipment and supplies
- Assistive medical devices such as wheelchairs and walkers

Church-owned equipment is for use within the church building for church events and rental events. This equipment is not for the personal use of church members. However, the assistive medical devices are used as part of Caring Ministry and as such, may be loaned to church members for temporary use. The Caring Ministry volunteers are responsible to track the assignment and return of this equipment.

If a church member desires to borrow church-owned equipment for a church-related event on private property (such as a Food Fair event) or for use by a church-sponsored group (such as AMOS), the member should contact the Director of Finance and Administration (DFA) to determine if the equipment can be temporarily loaned to the member. The DFA will consider, among other things, the availability of the equipment in relationship to other church events during the same time period, the type of equipment requested for use, the beginning and ending date of the loan and the location of the event. If the use of such equipment is granted, arrangements for pick-up and return should be made with the DFA. The church member is responsible for the safe transportation, storage and appropriate usage of the equipment when not on church property.