



Equipment Use Policy

Adoption: 1/12/2019

Whereas, Eternal Life Church (“the Church”) owns an inventory of personal goods and equipment, which are available for its use and for loaning to members;

Whereas, the Church wants to have proper maintenance of these goods and equipment and to secure them from getting lost or damaged;

Whereas, the Church wants to prioritize their usage so that the Lord Jesus is exalted;

Now, therefore, this policy is established.

Reservation Priority

1. When there is a scheduled church event, whether regular or special and whether inside or outside the church facility, all personal goods and equipment are deemed reserved for that event, unless specified otherwise by the event planner.
2. When the church facility is reserved by a member for an event, the member must indicate on the **Church Rental Agreement**, the particular facility, goods and equipment needed for that event. The identified facility, goods and equipment are duly reserved and the member has priority of use over them. The member must leave the facility, goods and equipment in the same condition in which they were taken and give a timely report of any damaged or malfunctioned goods or equipment to the officers of the Church.
3. If a member would like to reserve the church’s personal goods and/or equipment for an event outside of the church facility, they must complete the **ELC Equipment Use Form** attached to this policy and comply with the applicable terms of use.

Sound System

The sound system (“the system”) is available for use at the church facility **only** when operated by an authorized ELC technician. Please consult with the officers of the Church about authorized ELC technicians (technicians may charge a fee). The

system is not available for use outside of the church facility, unless the following conditions are met:

- a. It is a church board approved event;
- b. An authorized ELC technician is responsible for disassembling, transporting, setting up and operating the system;
- c. The system must be re-installed at the church facility, be tested and ready for use;
- d. If any part of the system is damaged, the renter is financially responsible for the repair or replacement cost, including labor, **unless a waiver is granted by the Church**. A church board member or officer may waive the repair or replacement cost if the damage is deemed normal wear and tear or to have resulted from the use the equipment beyond its useful life.

ELC Equipment Use Form

I, _____, a member of Eternal Life Church, have read and understand the **Equipment Use Policy**. I agree to the terms of use as specified in the policy and will return the following items in the same condition in which I have taken them:

Items	Quantity	Date Received	Date Returned	Comments
Folding Tables				
Folding Chairs				
Pots				
Tents				
Audio Visual Equipment				
Portable Stoves				
Propane Tanks				
BBQ Grill				

I have arranged with _____, an authorized ELC technician, to facilitate the sound system for this event. I take financial responsibility for the repair or replacement cost, including labor, resulting from damages sustained to the sound system during my period of use.

Date: _____

Signature: _____