

FURNITURE BORROWING POLICY

Generally speaking, the furnishings and equipment of Niles Discovery Church cannot be borrowed for personal use. There are a few exceptions to this rule: The folding metal chairs (usually kept in main storage closet) and the rectangular tables with off-white plastic tops may be borrowed by church members if:

1. The use is approved by the Pastor, a member of the Ministry of Property, or the secretary (they will check the church calendar for conflicts); and
2. A form noting what is borrowed, who is borrowing them, and when the items will be returned is completed and signed and left with the Office Administrator. The Office Administrator is responsible for creating this form.

The person borrowing any of these items is responsible for repairing or replacing them if needed.

Adopted by the Church Cabinet on December 28, 2015