

St. Martin's Lutheran Church Furniture Use Agreement

*Please see reverse side for stipulations outlined in the "Furniture Use Policy"
as determined by St. Martin's Lutheran Church Council.*

This is an agreement between St. Martin's Lutheran Church, 2427 Church St., Cross Plains, WI 53528 and _____, for use of the following item(s):

Please indicate quantity of item(s):

_____ *Tables (total)* _____ *8 foot Wood*

_____ *Folding Chairs*

Date of Event: _____

A small church contribution is welcome and appreciated.

- Please contact our Office Manager & Ministry Coordinator Sharon Pertzborn-Jensen at 798-2777 to arrange pick-up and return of items during business hours. You will need to load the items yourself (two people recommended for wood tables due to table weight).
- Items are to be picked up no sooner than 48 hours before the event date stated above, and returned no later than 48 hours after the event stated above.
- Items need to be returned in the condition they were in at the time of pickup. If there is damage, you will need to reimburse the church for the cost of the items.
- In the event of an unplanned need at the church, such as a funeral, St. Martin's reserves the right to recall all borrowed items immediately.
- **It is the responsibility of the borrower to load and unload items.**

Contact Information

Name: _____

Home Phone: _____

Street Address: _____

Cell Phone: _____

City: _____

State: _____ Zip: _____

Church use only/comments on condition of borrowed items:

Office Manager Signature

Date

Borrower Signature

Date

St. Martin's Lutheran Church Furniture Use Policy

Church council has prepared a policy for use of furniture by church members. Please read the policy printed below so that you are familiar with the process.

It is recognized that church property is jointly owned by the members of the church. On occasion church members may have a need to use furniture for special activities at a location other than the church. The following guidelines have been established for use of the church property.

1. This is a list of furniture that may be used by church members at locations other than the church: tables and folding chairs.
2. To use this furniture the borrower must be a church member and fill out a request form and receive approval on a first come, first serve basis from the church Office Manager. The Office Manager will work with you to schedule a time for pick up and return of items during business hours. No items are to be left outside the church. You will need to load the items without assistance from church employees. Tables are heavy and you will likely require two people.
3. If the furniture is returned damaged or broken, or not returned, the borrower is responsible for the cost of replacement or repairs at current costs.
4. If the request to use furniture conflicts with the use of that furniture at the church for church sponsored activities, the request will be denied.
5. The Office Manager will create and update periodically a request form for this purpose, and will have the form approved by the Church Council.