

GUIDELINES FOR BORROWING CHURCH PROPERTY AND EQUIPMENT

**MOUNT OLIVE MISSIONARY BAPTIST CHURCH
2401 UNIVERSITY BLVD
ALBUQUERQUE NM 87106
PHONE 505.242.8331
FAX 505.242.6244**

A Mount Olive church member wishing to borrow church property/equipment must submit a request to the trustee designated as responsible for equipment and furniture of the church. The church member must complete and sign the form "Hand Receipt for Loan of Mount Olive Church Property and Equipment" (see attachment) certifying that the loan is for non-business use and that the church member will assume financial responsibility for the property/equipment during the term of the loan.

The trustee designated as responsible for the equipment will make the determination whether to make the loan considering the following guidelines, which should also be discussed with the church member requesting the loan.

- A. The item loaned must not be used for personal financial gain. Use of the property/equipment and/or materials for private business is not permitted.
- B. All requests for the temporary loan of Mount Olive equipment must be submitted in writing 48 hours prior to the loaning of the equipment/property to the Trustee responsible for proper use, care and safekeeping of church items.
- C. All borrowed equipment must be marked with a MOMBC number or clearly identified as property of the Mount Olive Baptist Church. Unmarked items or equipment should not be removed from the premises.
- D. Borrowed equipment must be returned in the agreed time period. Extended loans will be handled on a case by case basis.
- E. Equipment loaned must be the type which can be easily transported. Requester must be knowledgeable of the specific operation of the equipment.
- F. The materials and/or equipment shall not be loaned directly to a third party (non-church member). A church member may sign out property/equipment for a third party with the church member being fully liable for any replacement/repair cost.
- G. The borrower shall account for all material and/or equipment whenever so requested. A "hand receipt" must be signed for all borrowed equipment.
- H. While the equipment/property is on loan to the church member, he or she assumes full responsibility for any loss or damage. Replacement of all equipment/property will be at the current market cost.
- I. Equipment shall not be loaned to any church member if the loan will deprive the congregation of its routine use, or cause disruption to daily operations activities.

I HAVE READ AND UNDERSTAND THE REQUIREMENTS ABOVE AND AGREE TO ABIDE BY THEM AS PROVIDED BY MY SIGNATURE BELOW.

PRINT AND SIGN NAME

DATE

Approved 3/30/2007

HAND RECEIPT FOR LOAN OF MOUNT OLIVE CHURCH PROPERTY/EQUIPMENT

**MOUNT OLIVE MISSIONARY BAPTIST
 CHURCH 2401 UNIVERSITY BLVD
 ALBUQUERQUE NM
 87106 PHONE 505.242.8331 FAX 505.242.6244**

1. Name of Borrower	2. Address	3. Telephone Number Home # Work #
4. Are you a member of this church? Yes No	5. Is this equipment for your use? Yes No If you answered yes, skip to block # 8.	6. Is this equipment for the use of a third party? Yes No If you answered yes, complete block # 7. Please note that you as a church member are held liable for all damages incurred.
7. Provide name of third party and contact information.	8. Provide purpose for which equipment/property will be used.	9. Provide location where property will be used
10. Date Equipment/Property will be picked up	11. Date Equipment/Property will be returned	12. Authorizing Trustee Print Name Signature
13. Property/Equipment	14. Quantity Provided	15. Quantity Returned
Chairs		
Tables		
Miscellaneous:		

Signature of Borrower

Date