

# Equipment/Property Loan Policy

Gloria Dei Lutheran Church  
301 N Lincoln St, Redwood Falls, MN 56283  
507-637-2592

- No property shall be removed from the church building without first getting authorization from the church office staff. The office staff is responsible for checking property out and then back in again.
- Available property can only be loaned out if there is no conflict with church activities or prior reservations.
- Available property can only be loaned out to members of the congregation or to the SW MN Synodical staff.
- Borrowers will be responsible for returning items in good repair. Reasonable care and judgment are expected in order to prevent defacement, damage or breakage. Any damage or breakage should be promptly reported and the item either replaced or repaired by the borrower. (*Reasonable care and judgement in the loading and hauling of the large rectangular tables is especially warranted due to their weight and size.*)
- Borrowing of any kitchen property or dishes must be approved as not all equipment is authorized to be loaned out.
- Borrowed property must be returned within 72 hours of use. Extended loans will be handled on a case-by-case basis.
- It is preferred that arrangements for equipment pick-up and drop-off be made during normal office hours. (8:00 am – 5:30 pm Monday thru Friday)
- It is preferred that requests for use of property are made at least 48 hours prior to the loaning of the equipment.
- No round tables or padded chairs are to be loaned out.
- No audio/visual equipment or musical instruments are to be loaned out.

Effective April 1, 2018