

International Believers' Church of Debrecen
Use of Church Equipment Policy

*All equipment owned by IBCD (Church) was purchased or donated for ministry.
We desire to welcome every opportunity to use God's gifts to our church to
further that purpose.*

Ministry-Related Events:

- A Church member or non-member may request to use church equipment for a ministry-related event no more than one month before the event, except for weddings. Request for equipment for weddings may be made three months in advance. Before approval of any request, staff members will be contacted to ensure that equipment is available and to communicate any special instructions for proper use.
- Request for the use of equipment should be made by contacting the church office and filling out the Use of Equipment form.
- The church office will maintain a written record of the person(s) who have borrowed equipment, the event's purpose, and the date of pick up and return of equipment.

Non-Ministry Related Events:

- Any Church member or active Small Group member may request the use of church equipment no more than one month before the event. Before approval of any request, staff members will be contacted to ensure that equipment is available and to communicate any special instructions for proper use.
- Request for the use of equipment should be made by contacting the church office and filling out the Use of Equipment form.
- The church office will maintain a written record of the person(s) who have borrowed equipment, the purpose of the event, the date of pick up and return of equipment, and a signed agreement stating the value of the equipment and the commitment of the responsible party to replace or repair any equipment that is damaged while in their care.
- The staff member responsible for maintaining equipment that may be damaged or destroyed will work with that individual and/or group to oversee its repair or replacement. However, should the person or group refuse to reimburse the church, we will assume responsibility for repairing or replacing the damaged equipment as a church family.

* The church administrative staff will define an event as ministry or non-ministry-related.

** Approved: _____