



## USE OF MOVEABLE CHURCH ASSETS

Approved by the Session June 25, 2024

This policy explains how assets of Grace Presbyterian Church, PCA, 4950 E Camino Segundo, Sierra Vista, AZ 85650, hereinafter called GPC, may be reserved for private use by members and friends of GPC. This policy refers primarily to moveable assets of GPC (e.g., chairs, tables, A/V equipment, grounds maintenance equipment, kitchen items etc), and which are to be utilized for a set time period, at a location other than GPC. This policy is intended to assure that assets as requested are reserved and available for pickup and return, do not conflict with previous requests, and that the request does not interfere with GPC normal activities.

- 1. INITIAL REQUESTS.** Requests must be made in writing and delivered in person to the GPC office Secretary, or delivered electronically via email to [office@gpcsv.org](mailto:office@gpcsv.org) and should include at a minimum, the following information:
  - Name, phone number and valid email address of the Individual Making the Request;
  - Name of the organization the request supports;
  - Itemized quantity and description of requested items (e.g. 12, plastic-top foldable tables, 96 upholstered foldable chairs);
  - Date / time assets are to be picked up; and
  - Date / time that assets are to be returned.
- 2. ADVANCE NOTICE.** The requesting party should insure that the request is received by GPC not later than 5 days prior to the date needed to insure that it does not interfere with GPC church calendar events.
- 3. AUTHORIZATION & RETURN:** All requests as received by [office@gpcsv.org](mailto:office@gpcsv.org) shall be forwarded to the GPC Deacon board point-of-contact (POC) no later than the next working day for GPC staff. The Deacon Board must formally authorize the request in writing via email to the individual making the request, copied to [office@gpcsv.org](mailto:office@gpcsv.org) . This authorization must be made within 24 hours after receipt of the request.
  - **Deacon Ryan Ellison** serves as the initial POC to authorized requests.
  - In the event Deacon Ellison is unavailable, any of the active members of the Deacon Board may authorize the request.
  - A representative of the Deacon board must certify the quantity and condition of all requested items upon return to GPC. In the event the assets are not returned or returned late or damaged, the Deacon Board will provide the Session their recommendation on any further action deemed necessary.
- 4. RESPONSIBILITY FOR TRANSPORT / RETURN.** Unless otherwise authorized by the Deacon Board, all assets must be picked up, returned, and stored by the requesting individual or his agent(s). GPC will facilitate opening the church for pickup and delivery only.