

**Church Minor Property Usage agreement
Community Church of Lambertville
First Presbyterian
2023-2024**

Minor Property is defined as tables, chairs, and any other item deemed appropriate.

When a request is made to borrow, use church tables and/or chairs the following will be agreed to:

- The church reserved the right of first refusal, and can and will deny such equipment for any manner and reason deemed appropriate.

- A personal representative from the organization will meet a representative from the church and inventory items requested. Key access will be determined by the church office.

- Fee for use will be determined at the time of use and will be dependent on scope and scale of items requested.

- For 2023-24 suggested fee for use and transportation of church owned property will be a minimum of \$200.00. Higher rates will be assessed as needed and required. A security deposit of \$100.00 will be assessed when contract signed and will be returned if event is cancelled. Full payment will be expected at time of pick-up.

- The organization will agree to return all church property to the church no later than 72 hours post event. Inventory will be taken for security purposes with a representative of the church. Lost or damaged church owned items will be billed to the requesting organization.

Date of church owned minor property requested_____

Type and number of items requested_____

Date pick up_____. Date Returned_____

Security deposit date and check number_____

Church representative

Organizational representative