

Removal Form

First United Methodist Church

REMOVAL OF EQUIPMENT OR FURNISHINGS FROM CHURCH BUILDINGS

Item(s) to be borrowed _____

Type of Activity _____

Name of Group _____

Group Contact Person _____

Work Phone _____ Cell Phone _____

Home Phone _____ Email _____

Signature and Permission of **two** FUMC Staff Members list below.

1. _____ Date _____

2. _____ Date _____

Date Borrowed _____ Date to be returned _____

Returned by _____ Date _____

It is the policy of this church that the only time church equipment or furnishing be removed from the premises is for FUMC functions (i.e. Sunday School Parties, Lake Worship Services, etc.), other Christian organizations (i.e. Hispanic Ministry, FCA, Young Life, etc.), or educational institutions.

Prop items and worship material will be allowed to be borrowed by other local churches with proper authorization as stated below.

No furniture, including tables and chairs, or belongings owned by FUMC may be moved or removed from any of the church buildings without prior written permission on the proper documents of two of the following five people: Senior Pastor, Associate Minister, Director of Children's Ministries, Director of Youth and Young Adult Ministries or Director of Music Ministries.

Microphones, mixer board and sound equipment cannot leave the building.

In signing this form, I acknowledge responsibility for the property I am removing from the church against loss and damage.

Signature

Date