

Policy for Loaning

Bethesda Baptist Church

Updated 8/9/12

We do not loan items such as tables and chairs or decorations for use other than for ministries of our church and school. We have found that it is difficult to manage that beyond what is essential for ministry and we have had cases of abuse. Occasionally individuals or groups from within our organization need to transport items away from our campus. Following is Bethesda's policy for that usage.

Pickup and drop off will be during normal business hours (8:30 a.m. – 4:30 p.m. Monday through Friday) as instructed by our Maintenance Coordinator. We ask that you reserve the days and times through our online reservation system http://ebethesda.org/calendarbuildingform_1 at least one week **before** your event. Since we have a small number of maintenance workers, they will not be able to provide any assistance such as loading, unloading or transportation. Everything must be returned to the exact location where found, unless otherwise communicated by our maintenance staff. We appreciate you taking good care of the items borrowed. If any loss or damage occurs, please notify our Maintenance Coordinator immediately at 317-313-7673.