

**Mountain View Baptist Church and  
Family Life Center Equipment Rental policy**

The MVBC Family Life Center owns equipment for the main purpose of and for church ministry events. The equipment can be available to church members renting the church facility and the terms of usage are detailed in the rental agreement.

MVBC Family Life Center equipment is available for a rental deposit indicated below or bulk amounts at discretion of the Family Life Center Administrator for members of the church. This is for rentals taken off church property providing the member sign and abide by the terms and conditions listed below.

**Terms and Conditions:**

1. Borrower must read and sign this document. The number/numbers of equipment being borrowed must be documented and approved by church administration, Mark Emerson.
2. Any church events or scheduled rental of the church building will supersede the borrowing of any equipment.
3. Items will be inspected upon return by Mark Emerson. If there are any damaged or lost items, the borrower will be charged the total replacement value.
4. All equipment must be cleaned thoroughly before being returned and placed back in the proper location..
5. All equipment must be returned by the time agreed upon with Mark Emerson.

Borrower \_\_\_\_\_ Date \_\_\_\_\_

Number of Chairs \$10 each \_\_\_\_\_

White Rectangle Tables \$10 each \_\_\_\_\_

Other Equipment \$30 each or at the building admin discretion \_\_\_\_\_

Date and time needed \_\_\_\_\_

Will be returned by \_\_\_\_\_ Date and Time: \_\_\_\_\_

I have read and understand all of the terms and conditions listed above.

Signature \_\_\_\_\_

Approved By \_\_\_\_\_

Upon return of equipment half of the amount will be refunded not to exceed \$25. This money will be placed in a restricted fund for future needs of equipment. Please write your checks accordingly.

**PLEASE WRITE TWO CHECKS** to simplify record keeping .... One for the total cost of renting equipment and one for the non refundable deposit on borrowed items. No more than \$25 will be charged to an active church member.

**IF a church member rents for an outside event the full amount will be charged and half of that amount retained.**

**Example 1: rent 10 tables 100 and 50 will be nonrefundable .**