

Equipment Use Policy

- Audio-visual equipment is available at the Presbytery office 1049 Wegman Road for use by the churches and all units of the Presbytery—wide use of this equipment is encouraged
- A responsible adult should check out all equipment and accessories; the procedure includes adequate training of use, filling out the appropriate form (noting all equipment taken and dates of borrowing, use and expected return), and the signing of an agreement, accepting full responsibility for the equipment
- All equipment must be promptly picked up and dropped off according to the agreed upon arrangements made in advance
- The borrower should use any checklist accompanying the equipment to be sure all parts of the equipment is being returned
- The borrower is responsible for covering repair or replacement cost resulting from damage or loss of equipment while away from the Presbytery office; equipment should be carried on air flights
- A release agreement must be signed before borrowing equipment
- Call the Financial & Program Administrator to reserve your equipment needs as soon as they become known to you