

BORROWING, HIRING & LENDING POLICY

1. Equipment would only normally be lent or hired to members of KLCF.
2. Permission for the borrowing or hire of any equipment must be sought in advance from the Office Manager who will check with the insurance company. The period of the loan or hire must also be agreed in advance.
3. The person borrowing or hiring the equipment should consider arranging their own insurance. In the event of damage or loss occurring the person loaning or hiring the equipment will be responsible for any excess payable on a claim under the church policy or for the full cost of repair or replacement.
4. The Office Manager will then seek approval from one of the Trustees.
5. The Trustee reserves the right to decline any request if they are unhappy with any aspect of the requested loan or hire, whether it be the nature of the event, the location or any other reason.
6. Items borrowed or hired must be listed and signed for by both the borrower and the centre manager or his deputy in the „KLCF borrowing & hiring log book“ located in the KLCF offices upon collection and return. It is the borrower’s responsibility to collect and return all equipment.
7. Items must be supervised at all times by the borrower(s) unless they are appropriately secured.
8. All items must be returned in the same condition they were in when they were taken. In the case of items where “consumables” are involved (e.g. fuel), these should be replaced prior to return or a suitable payment made to cover the cost.
9. Reasonable charges may be made, agreed in advance, to cover depreciation.

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