

## **KING'S LYNN CHRISTIAN FELLOWSHIP**

### **ALSO KNOWN AS THE KING'S CENTRE**

#### **BORROWING, HIRING & LENDING POLICY**

1. Equipment would normally only 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 or Centre Manager. The period of the loan or hire must also be agreed in advance.
3. The Office Manager or Centre Manager will then seek approval from one of the Trustees.
4. 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.
5. In the event of damage or loss occurring, the person loaning or hiring the equipment will be responsible for the full cost of repair or replacement. The person borrowing or hiring the equipment should be informed that they should consider arranging their own insurance.
6. At the Centre Manager's discretion, and for all items of significant value, items borrowed or hired should 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 by the borrower 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 to cover depreciation.