

Dove Musical Instrument Loaner Policy

Introduction/Background

Dove of the Desert United Methodist Church is blessed with a range of superb musical instruments that are used to enhance the worship and fellowship experiences of the church family. As such the care and maintenance of these instruments in the hands of non-Dove groups must be ensured. This document covers the process of loaning music equipment to outside groups.

Visual Inventory

The Music Ministry office shall keep on file color pictures of all musical instruments that are capable of being loaned out. This is done to establish the current condition of our equipment and to ascertain any wear and tear of loaned instruments upon their return.

Request Form

Loaning out a Dove music instrument shall consist of the borrower filling out a form (Dove Musical Instrument Loaner request at bottom of this document) and submitting it to the Director of Music. Dove must receive this form no later than 30 days prior to the requested usage. Submittal may be via email or regular mail.

Loan Approval Process

Responsibility for the care and safety of all church-owned musical instruments shall rest with the person requesting their use. All matters pertaining to the use of these instruments will be handled directly through the Music Ministry office/Director of Music, and the Director shall make the final decision. The following considerations shall be part of that decision-making process:

- The submitted form from the borrower shall be filled out completely regardless of whether the borrower is a member of Dove or an outside group.
- The borrower shall be at least 21 years of age.
- Dove shall not loan music equipment to a person or group who does not have a permanent street address.
- Insurance coverage for the current value of the musical instrument must be obtained and a copy provided along with the request.
- Equipment should not be loaned out for more than 2 weeks at a time.
- Equipment should not be loaned to a group who intends to take equipment out of the state of Arizona.

If approved, the Director of Music contacts the borrower and makes arrangements for equipment pick-up. The borrower's request form shall be printed and physically filed in a Dove music department file cabinet along with a copy of the insurance policy. This is to ensure that Dove keeps track of loaned equipment for inventory purposes.

Return of Equipment

The Director of Music shall inspect returned equipment for any wear and tear incurred by the borrower using the previously taken pictures as a reference. This

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inspection should be performed in the presence of the borrower if at all possible (to avoid any misunderstandings). If the wear and tear is excessive in the opinion of the Director of Music, he/she shall refer the matter to the Trustees for resolution. The Trustees shall then begin the process of contacting the borrower and arranging monetary amends.

If the equipment is not returned within 30 days of the promised return date, the Director of Music shall refer the matter to the Trustees for resolution. The Trustees shall then begin the process of contacting the borrower and arranging monetary amends.

If the equipment is not returned by the specified date, the Director of Music shall contact the borrower and determine when the equipment *will* be returned. If the return date is unacceptable to the Director of Music, he/she shall refer the matter to the Trustees for recovery. The Trustees shall then begin the process of recovering the borrowed equipment.

Form Updates:

If this policy or request form needs updating, the Trustees shall be part of the change approval process.

Dove Musical Instrument Loaner Request

1. Name of Organization: _____

2. Name of Responsible person: _____

3. I certify that I am 21 years or older: _____ (Yes/No)

4. Instrument(s) Requested: _____

5. Name of Event and Purpose of Instrument Use: _____

6. Pick-up date: ____/____/____ Planned Return date: ____/____/____

7. Address or Location of Event (or where the instrument(s) will be stored during this period):

8. Insurance Coverage (company name and amount of liability):

9. Name and Contact Information of Person Responsible for the Safety and Care of the Instrument(s):

Name: _____

Address: _____

Phone: _____

Email: _____

The name of the borrower above assumes all responsibility for breakage and damage of the equipment during the time the equipment is entrusted to his/her care. As such you will be required to compensate Dove at today's market value for any loss or damage to this equipment. A signature below agrees to this contract.

Signature: _____

Date: _____