
PROCEDURES TO REQUEST MOSAIC FOLDING TABLES AND FOLDING CHAIRS

REQUEST

- Contact the church office personnel to obtain a Church Property Loan form
- Submit form to office personnel/pastor
 - **IF APPROVED:** The office personnel or ministry leader will contact the member. The Church Office or ministry leader will arrange a pickup time (date specified on the form).

RETURNING THE FURNITURE:

- ****Return furniture on date specified on the form. PLEASE INFORM THE CHURCH OFFICE/MINISTRY LEADER/PASTOR, IF AN EMERGENCY ARISES AND YOU NEED TO EXTEND THE RETURN DATE.**
 - Inspect and clean the furniture.
- ❖ ***If furniture was damaged, please report to the church office or ministry leader**

PROCEDURES TO REQUEST MOSAIC SABBATH SCHOOL FURNITURE *(Located in the Sabbath school classrooms)*

REQUEST

- Contact the Sabbath School Superintendent and Sabbath school teacher to request to loan out the furniture in the classroom. If approved by SS teacher, contact church office to obtain a Church Property Loan form.
- Submit form to office personnel/pastor
 - **IF APPROVED:** The office personnel or ministry leader will contact the member. The Church office personnel/ministry leader will arrange a pickup time (date specified on the form).

RETURNING THE FURNITURE:

- ****Return furniture on the date specified on the form. PLEASE INFORM THE CHURCH OFFICE/MINISTRY LEADER/PASTOR, IF AN EMERGENCY ARISES AND THE RETURN DATE NEEDS TO BE EXTENDED.**
 - Inspect and clean the furniture
- ❖ ***If furniture was damaged, please report it to the church office or ministry leader.**

*BUILDING COORDINATOR/MAINTENANCE WILL CONTACT THE MEMBER REQUESTING THE FURNITURE TO DISCUSS THE DAMAGE.

****PLEASE BE AWARE IF YOU REQUEST FOR AN EXTENDED RETURN DATE, WE MAY NOT BE ABLE TO APPROVE THE REQUEST.** CONTACT INFORMATION: OFFICE – 214 733-5725 OR TEXT (252) 645-6232.



REQUESTING THE USE OF CHURCH PROPERTY

The church property is loaned only to Mosaic members. We do not loan out to family or friends of Mosaic members. Church property is loaned out for a maximum of 3 days for furniture and tools. All other church property is loaned out for a specified amount of time in agreement with the office assistant or ministry leader or pastor. The Church Property Loan form should be submitted to the church office at least a week prior to the date the items are needed. We do not deliver or pick up church property.
CHURCH OFFICE HOURS: M-W-F, 9:30 AM-1:30 PM, Text number: (252)645-6232

PLEASE DO NOT REMOVE CHURCH PROPERTY FROM THE CHURCH UNTIL IT HAS BEEN APPROVED.

Person requesting church property item(s):

First Name: _____ Last Name: _____
Address: _____ City _____ State _____
Email Address: _____
Cell Phone Number: () _____

List the church items and how many you are requesting to be loaned out.

Please check the option that applies. (Mark an "X")

Will the church property be used indoor _____ or outdoor _____ or both _____?

Date Picking up church property item(s): ____/____/____

Date Returning the church property item(s): ____/____/____

Please text a picture of the items you are being loaned on the day items are picked up, if the ministry leader, office manager, or pastor is not in attendance. Send to ministry leader or office assistant or pastor.

PLEASE FILL OUT IF REQUESTING TO USE TABLES OR FOLDING CHAIRS.

How many chairs? _____ (we only loan out yellow/brown folding chairs, NOT SANCTUARY CHAIRS)
How many rectangular tables? _____ Which size? _____ (4ft. and 6ft.)
How many round tables? _____ (60 in. diameter)
What is the purpose of borrowing the furniture? _____ (Ex. family gathering, camp out, wedding, yard sale, etc.)

PLEASE READ AND INITIAL:

_____ I understand it is my responsibility to inspect and return church property items clean or as received.
_____ I understand it is my responsibility to report any damage to the church property while in my possession and upon returning items to Mosaic SDA Church.
_____ I understand if an emergency arises and I cannot return items on the agreed date, I will inform the office assistant, pastor, or ministry leader.

I understand the policy and responsibilities of borrowing church property from Mosaic Christian Fellowship Seventh-day Adventist Church and will place items back in its original place.

SIGNATURE _____ DATE ____/____/____

OFFICE USE ONLY: Approved by: _____ Date: _____