

## **Rental Guidelines**

### **Intent**

The "Table/Chair Loan and Rental Program" gives the church an opportunity to share older tables and chairs with parishioners for their personal needs (i.e. meetings, socials, etc.). Proceeds from the rental program shall be used to help repair and/or replace tables and chairs.

Tables and chairs to be rented shall be restricted to the older square tables and the older steel bottom chairs.

### **Rental Policy**

Chair and tables may be rented to any member of the parish who is eighteen years of age or older for private functions.

- All rentals shall be approved by the parish rental delegate.
- A 24 hour notice shall be required prior to rental.
- An \$8.00 deposit per table shall be required at the time of rental. The deposit, less the rental amount, shall be refunded when the item is returned. See Return Policy.
- A \$2.00 deposit per chair shall be required at the time of rental. The deposit, less the rental amount, shall be refunded when the item is returned. See Return Policy.
- Tables shall rent for \$3.00 each.
- Chairs shall rent for \$1.00 each

The parish shall not be responsible for delivering or retrieving rented merchandise. Tables and chairs must be picked up and returned by the renter.

### **Damaged Items (chairs/tables)**

All damaged items shall be reported when they are returned. The articles shall also be inspected by the parish rental delegate. The purpose of the inspection is to assure that the rented article is safe and ready for future renters to use.

### **Loan Policy**

Tables and chairs may be loaned to non-profit groups whose representative is a member of the parish (i.e. Boy Scouts, Camp Fire Girls, etc.).

### **Return Policy**

1. The rental of tables and chairs shall normally be for a 24-hour period.
2. Arrangement for the return of rented or loaned items shall be made at the time the rental or loan agreement is made.
3. Rentals/loans for an extended period of time shall be discussed with parish rental delegate and terms agreed to by both parties prior to the actual rental/loan date.
4. Any renter who fails to return articles in a timely fashion or abuses the program may not be approved for future rentals.
5. Tables and/or chairs shall be properly cleaned prior to their return. Deposit may be forfeited if:

- Article is damaged due to the renter's negligence.
- Article is not properly cleaned.
- Article is not returned on time.