

Friedens Church, Shartlesville

P.O. Box 366
28 Wolf Creek Road
Shartlesville, Pennsylvania 19554
(610) 488-7325
friedensfolks@comcast.net
www.friedensfolks.org



Table / Chair Borrowing Policy

Eligibility

Friedens Church welcomes the use of its tables and chairs by church members, non-profit public service groups in Upper Bern Township and other members of the community.

Fees

Members of Friedens Church will be allowed to borrow tables/chairs for personal use at no cost. Non-profit public service groups in the Upper Bern Township will be allowed to borrow for their events, fundraisers etc. at no cost. All other groups or individuals will be charged a fee of \$5 per table, per day for use. 8 chairs are included with each table being borrowed.

Scheduling

Congregational events have priority for use of tables and chairs. **You must schedule use at least 2 weeks prior to the date needed.** To schedule use, please call the church and leave your name and number. The person in charge of scheduling will be returning your phone call to arrange date and signing of the policy.

Conditions

All groups utilizing tables or chairs are bound by the following conditions:

- 1.) The pick-up and drop off of borrowed tables and chairs from the Friedens Church Great Room is the responsibility of the borrower. If the borrower does not have a key, pick up and drop off must be pre-arranged through the church office.
- 2.) Tables and chairs shall be returned in the same condition as they were borrowed: clean and fully operational. No tape or staples may be used.
- 3.) The cost of repairs or replacement needed due to damage from use will be the full responsibility of the borrower.

Table / Chair Borrowing Agreement Form

Borrower's Name/Group Name:

Dates of use, pick up and return:

Number of tables and chairs being borrowed:

Dollar amount paid:

Signature (You agree with all the terms of the Table/Chair Borrowing Policy)

_____ Date: _____

Signature of approval from Office Administrator or Pastor of Friedens Church

_____ Date: _____

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