

# PRIVATE USE OF CHURCH ITEMS

## MAKING A RESERVATION

To make a reservation contact the church office at (715) 835-2790 or email [justinwichman@ccreek.org](mailto:justinwichman@ccreek.org) with the items you're requesting to use, the quantity of items, the type of activity the items will be used for and a proposed pick-up and return time. Once the reservation details have been evaluated and approved by the church staff please complete the attached form and return it to the church office for our records.

## POTENTIAL USAGE FEE

Use of church items is without cost. However, the church staff reserves the right to reevaluate and propose a reasonable fee for usage in the event that accommodating the request requires significant church staff involvement.

## RESERVATION LIMITATIONS

Item usage is limited to regular attenders of Cedar Creek Church.

Availability for usage is dependent on church events/activities. Church events/activities will take precedence over outside usage. Items available for private use are limited to specific items. Higher cost/value items such as sound equipment, lighting etc. area excluded.

Transportation will be provided by the user. Reasonably safe and secure transportation must be provided for the items. Cedar Creek reserves the right to withdraw approval should this condition not be met.

Usage is limited to private non-commercial events. Tables are usable for light indoor activities and outdoor dining. Heavy usage of items such as tables for events like but not limited to garage sales, woodworking, etc. are prohibited.

## PICKING-UP AND RETURNING YOUR RENTAL

Unless special arrangements have been made prior to your pick-up, you may pick-up your items any time during regular business hours (Tuesday-Friday, 9:00AM-5:00PM). Items must be returned clean and ready to be used. If items are returned dirty a cleaning fee may be charged.

## DAMAGED ITEMS

You are responsible for returning items in the same condition in which they were received, except for ordinary wear and tear. You are liable for the replacement cost of damaged, lost or stolen items.

Printed Name:	Signature <i>(I have read and accept the above conditions)</i>
Rental Item(s):	
Usage Description:	
Check out date and time: (DD/MM/YY) (HH:MM)	Return date and time: (DD/MM/YY) (HH:MM)
Approved by:	