



PRESBYTERY OF GENESEE VALLEY RESOURCE CENTER

POLICIES GOVERNING USE OF AUDIO-VISUAL EQUIPMENT

1. Audio-visual equipment is available in the Resource Center at the Presbytery office for use by the churches and all units of the Presbytery. Wide use of this equipment is encouraged.
2. A responsible adult should check out all equipment and accessories. The procedure includes adequate training in use, filling out the appropriate form (noting all equipment taken and dates of borrowing, use and expected return) and the signing of an agreement, accepting full responsibility for the equipment.
3. Equipment should be returned promptly according to the arrangements made in advance. Borrower should use the enclosed checklist to be sure all parts of the equipment is being returned.
4. Covering repair or replacement cost resulting from damage or loss of equipment while away from the Presbytery office will be the responsibility of the borrower. Equipment should be carried on air flights.

AGREEMENT

I ASSUME FULL RESPONSIBILITY, other than for general maintenance and normal use, for the AV equipment I am borrowing and for its timely return to the Resource Center.

Equipment borrowed _____

I plan to use this equipment on _____ (day and date)

I plan to return this equipment on _____ (day and date)

Borrower (church or group) _____

Person responsible _____

Address _____

Phone _____

Received by _____

Date _____

OFFICE USE ONLY

Date returned _____

Checked in by _____