

Church of Jesus Christ
Oak Grove Restoration Branch

Church Building and Grounds – Donation and Storage Policy

*Prepared by the Building Committee
March 2007*

INTRODUCTION

There is a need for better stewardship regarding physical items donated and/or stored in the Church building and upon its grounds. Since the Building Committee is the main body responsible for the general stewardship of these facilities, together with the Deacons and the Pastorate, the following policies and procedures are suggested.

DEFINITIONS

Donated Items (excluding monetary donations):

--- any items brought to or placed within the church building or upon its grounds by a donor, who understands that these items become the property of the Oak Grove Restoration Branch once they are accepted by a duly authorized representative of the Branch

Stored Items:

--- items stored within the church building or upon its grounds which are the property of the Branch, and are listed on the General Inventory of the Building and Grounds
--- *Special Note*: Items belonging to the Church School Department, Scouts, Women's Department, Aaronic Priesthood, or Music Department are excluded from this inventory, and remain under the control of those departments/organizations. This is subject to policies in place relating to specific locations designated for storage of such items.

Temporarily Stored Items:

--- any items brought to or placed within the church building or upon its grounds for temporary storage by their owner, who retains ownership

General Inventory of the Building and Grounds:

--- a written record of all items of value within the Building and upon its grounds; these are items not permanently attached or installed

Loan-Out:

--- property of the branch available to be loaned out on a temporary basis

Lost and Found:

--- any items which are inadvertently left in the Building or upon the grounds by their owner, whose intent was neither to store them or donate them

Duly Authorized Representative of the Branch (DAR):

--- one person appointed by the Pastorate to receive donated or stored items; may be the Building Coordinator, Head Deacon or any other person chosen by the Pastorate for this task

PROCEDURES

A. Donated Items (excluding monetary donations)

1. Any consumable items, such as pens, markers, paper, chalk, etc., useful in classes or for crafts, may be donated through the Church School Director(s).
2. To donate any other items to the Branch, individuals must receive written permission from the DAR prior to delivery and acceptance. (see Attachment A)
3. It will be understood that the donated items become the property of the Branch; the donor relinquishes ownership and authority over the use and disposition of the items, though certainly the donor's wishes will be considered. (per language in Attachment A)
4. Any donated items not considered consumable will be added to the Branch Inventory at the time of donation.

B. Stored Items

1. These items are to be included in the Branch Inventory, which is to be maintained by the Building Coordinator.
2. Use or disposition of these items is under the general control of the Building Committee, with respect paid to the views of the Head Deacon and other Department Heads. Final disposition, in the event of conflicting views, shall be up to the Pastorate.

C. Temporarily Stored Items

1. Items defined under this heading may be stored only after the completion of a written agreement signed by the owner of the items and the DAR. (See Attachment B)

D. Lost and Found Items

1. The Building Coordinator will have authority over all items which are left inadvertently in the Building or upon its grounds.
2. On a quarterly basis, the Coordinator will oversee the placing of all such items in an appropriate area and publish a general notice about these items in the church bulletin for at least two weeks. (Known owners shall be contacted for removal of their items.)
3. Following the posting, all items still remaining in the building or on the grounds after an additional two-week period will become the property of the Branch, and will be subject to use or disposition by the Coordinator.

E. Loan-Out Policy

1. Some items belonging to the Branch have traditionally been made available for temporary outside use. This should continue, as it is good stewardship and outreach to be able to provide for some temporary needs such as camps, reunions, community events, anniversaries, etc.
2. Anyone desiring to borrow any items belonging to the Branch must contact the DAR, who is to consult with others in the Branch as needed.
3. If the DAR determines that it would be acceptable to loan out the items, the agreement in Attachment C should be completed prior to the loan out.

Attachment A

Church of Jesus Christ – Oak Grove Restoration Branch

Donation Agreement Form
(for non-monetary items)

Name of Donor: _____

Address of Donor: _____

Phone # of Donor: _____

I agree to donate the following items to the Church of Jesus Christ, Oak Grove Restoration Branch.

DESCRIPTION OF ITEMS:

It is my desire that the items listed above be used by the Branch in the following manner:

I understand, however, that upon acceptance by the Branch, these items become the property of the Branch, with use and disposition to be determined by those officials of the Branch authorized to accept them.

Signature of Donor

Date

Signature of Branch Representative

Date

Attachment B

Church of Jesus Christ -- Oak Grove Restoration Branch

Temporarily Stored Items Agreement Form

Name of Owner: _____

Address of Owner: _____

Phone # of Owner: _____

I agree to temporarily store the following items in (or at) the Church of Jesus Christ, Oak Grove Restoration Branch, subject to the conditions listed below. I agree to not hold the Branch liable for any claim of damage or loss suffered while these items are in such storage.

DESCRIPTION OF ITEMS:

I understand that I retain ownership of the temporarily stored items.

I plan to remove these items from the Branch property no later than _____.
Date

If I do not remove them by that date, I will either make further written arrangements to continue storage, or their use/disposition will be at the discretion of the authorized Branch officials. If there is a cost to dispose of these items, I understand that I am liable for that cost.

Signature of Owner

Date

Signature of Branch Representative

Date

Attachment C

Church of Jesus Christ -- Oak Grove Restoration Branch

Loan-Out Items Agreement Form

Name of Borrower: _____

Address of Borrower: _____

Phone # of Borrower: _____

DESCRIPTION OF ITEMS AND PURPOSE OF LOAN-OUT:

I agree to borrow the above items beginning at the following time and date:

_____ _____

Date Time

I agree to return the above items no later than the following time and date:

_____ _____

Date Time

I understand that it is my responsibility to replace the items in the location from which they were borrowed. I also understand that I am responsible for any damage and repairs to these items caused during the time they were loaned out, and will make proper restitution to the Branch.

If I do not return these items at all, I understand that I will be sent a bill by the Branch for replacement, with their value to be based on new replacement cost.

_____ _____

Signature of Borrower Date

_____ _____

Signature of Branch Representative Date

We, the undersigned, hereby approve the above proposed Donation and Storage Policy:

Chairman, Building Committee _____
Date

Presiding Elder _____
Date

Building Coordinator _____
Date

Head Deacon _____
Date