



1061 E. Wilson Rd • Pahrump, NV • 89048
775 727 5384 • Email: Office@PahrumpCC.com

PROPERTY POLICY OF PAHRUMP COMMUNITY CHURCH

Definition of *property* as used in this policy: *Property* refers to tangible personal property owned by Pahrump Community Church (including, but not limited to such things as tables, chairs, desks, dividers, portable audio/visual equipment, musical instruments, music stands, easels, decorations, game equipment, tools, cleaning equipment, etc.).

1. All property is to remain on the church campus unless otherwise approved (as indicated below).
2. Those utilizing any property on the church campus should return it to its appropriate location after use.
3. Requests for property usage that would interfere with regularly scheduled and already scheduled ministry purposes on campus shall not be considered.
4. Requests for off-campus usage of church property shall follow the following procedure:
 - a. Make a specific list of property requested.
 - b. If usage is for a PCC ministry, the Ministry Leader shall submit the request in writing to the elected leader overseeing that ministry.
 - c. If usage is not for a PCC ministry, the request should be submitted in writing to an elected leader or to the church office.
 - d. Each request shall be logged and dated and kept in the church office by the church secretary.
 - e. Approval shall be indicated by the signature of the elected leader or pastor on the request letter.
 - f. Approved requests will have a clearly indicated “return by” date (and time, if appropriate).
 - g. Pick-up and return of property must be coordinated with church leadership/staff in advance.
5. As soon as any request is approved, a brief summary should be emailed and/or texted to the Elder Board, the Deacon Board and the Custodial Staff.
6. The borrower/user will assume liability for misuse or damage of property.
7. Violation of the terms of this policy may result in suspension of any further borrowing privileges.