

**NEIUUF/Decorah UU**  
Policy on Borrowing Fellowship Property for Personal Use

Adopted by the board December 9, 2021

The following is intended as the general guideline/policy, exceptions based on case-by-case situations are expected, subject to board approval.

1. This policy provides guidelines for responding to requests to use Decorah UU property for personal use, including but not limited to Audio Visual equipment.
2. Decorah UU/NEIUUF property is only available for the personal use of Decorah UU/NEIUUF members.
3. Requests to borrow UU/NEIUUF property should be submitted to the Fellowship Coordinator via email or in writing.
4. Requests are handled on a “first come first serve” basis.
5. Audio Visual equipment use must be scheduled in advance and requires training in its use.
6. For those borrowing Decorah UU’s projector, the “Decorah UU Projector” Instructions (see link) must be followed: <https://docs.google.com/document/d/1hhxx8Xqn1D-0CVam3xS4w6lAYNt00qbLnme-9ECNx6o/edit?usp=sharing>
7. If damage to the equipment occurs, the borrower is expected to reimburse UU/NEIUUF for the cost to fix or replace it.