

Lodge Policy Property/Equipment Use

It IS the policy of this lodge that NO equipment, supplies or property of ANY kind be removed from the lodge and used for personal business without first obtaining permission from a Trustee, no matter what your position is within the lodge. In the absence of a trustee you may contact the Exalted Ruler for permission.

The items used by said member with permission, will be returned in the same condition as it was when it was borrowed. If the property is damaged while in use by the borrowing member it WILL be the member's responsibility to replace said property. Property/equipment borrowed will be returned within one week or sooner from the date it was borrowed, unless other arrangements were made with the Trustees. Property/equipment not returned within the specified time period will be billed for replacement to the borrowing member.

If said member does not return, replace or remit payment in the specified time frame, the lodge will begin proceedings against that member and said member may be removed from the roster.

The Trustees will maintain a log of ALL property borrowed/used by the membership and be kept on file on computer and in written form in the House Committee office.

* Presented and passed at the general monthly meeting of the Lodge on January 13th 2010.