

Document & Materials Storage Policy

St. Paul Lutheran Church and School -- Millington, MI 48746

Board of Trustees

PURPOSE

The St. Paul Lutheran Church and School Constitution requires the Board of Trustees to provide and maintain all storage facilities for the functions of the church and school as a whole. In order to complete this task this document sets forth the policies and procedures directing all storage for documents and materials.

POLICY

- 1] All groups wishing to store documents or other materials must have approval from the Board of Trustees before storage area is used.
- 2] Materials being stored must be stored in areas designated by the Board of Trustees for the group using the storage. Designated areas will be indicated by a storage diagram posted in each general storage area.
- 3] If additional area is required a written request must be provided to the Board of Trustees and will be evaluated based on available space and general needs of the congregation.
- 4] All materials need to be stored in boxes or totes (trash bags, paper sacks, etc. are not acceptable) and must be located on shelving provided (floor based piles are not acceptable).
- 5] All boxes and totes must be labeled with the group name and activity being stored for.
- 6] Temporary documents must be labeled with a "keep until" date to facilitate yearly cleaning activities.
- 7] Special considerations will be made for short term storage reasons (rummage sale, one time events, etc.) However, these should be requested in writing via the trustees mailbox, or in person at a trustee's meeting.
- 8] Groups whose items do not meet the above guidelines will be notified via a posting at the site & attempted contact of the group coordinator. If after two weeks the guideline is not met the Board of Trustees will remove all items that are outside the above guidelines.

If you have any questions please contact the Board of Trustees via written request placed in the Trustee's mailbox in the council room, or by attending one of our published meetings.

St Paul Lutheran Church and School Board of Trustees