

June 12, 2013

Re: Use of Sanctuary furniture

The sanctuary furniture and program has been created by the SWUC Church Ministries Department for our conferences and is available for conferences and churches of the SWUC.

The process and cost for use of all or part of the furniture is as follows;

- Reservations are to be made through the Church Ministries Department
- \$150.00 payable to the person, selected by the Church Ministries Department, familiar with the furniture and proper set up and disassembly
- Non SWUC requests are acceptable, but the fee differs
 - \$300.00 payable to the person, selected by the Church Ministries Department, familiar with the furniture and proper set up and disassembly- this is due to the extra time and travel required
- Travel expenses for this person and all shipping costs of the furniture is the responsibility of the conference or church
- Transportation of the furniture must be in an enclosed vehicle and include proper padding and must be secure before transport
- Damage caused during shipping or while in exhibit will be the responsibility of the group or organization renting the model, unless it is caused by the person appointed by the union for set up
- Furniture must be returned on agreed and reserved date- delays in delivery will incur a charge of \$50 a day

Though the sanctuary model is a mere representation, it is to be treated with care.

We are glad to provide this "Sanctuary Experience" for you.

Church Ministries Department of the SWUC