

## **University Presbyterian Church Item Donation Policy**

To ensure that University Presbyterian Church only receives donated items that are of use to the church and promote a stewardship of space and property, the Session of UPC has adopted the following guidelines to be used when someone has physical property to be donated to the church.

1. Nothing will be dropped off or left at UPC without prior approval of the Staff or Session.
2. When someone would like to donate an item to UPC, they must contact the church office and be prepared to describe the item and if applicable, provide a picture of the item or make arrangements for a Staff or Session member to inspect the item.
3. Criteria for accepting items is as follows:
  - A. The item must be something that UPC can use immediately or in the near future. If this is not the case, then a specific use must for the item must be determined prior to its receipt.
  - B. The item must be either new, in good working condition, and clean.
  - C. If the item needs any repair or cleaning, the details and cost of such repairs must be determined before acceptance.
  - D. Living items such as trees, plants, etc... must include care instructions. The staff also assumes no implied responsibility for the care of these items. Care of the item must be negotiated prior to acceptance if the staff is to be the primary caretaker of the item.
  - E. The donor must arrange for the delivery of the item. Payment for delivery services must be negotiated prior to acceptance.
4. All donated items become the property of UPC. If the Staff or Session of UPC determines that a donated item is no longer needed, the Staff or Session will decide the disposition of the item – which may include donating the item to a local thrift store or another charitable organization, selling the item, or discarding the item. UPC assumes no implied responsibility for contacting the donor prior to making this decision.
5. The Staff or Session of UPC retains the right to refuse any donation.

### Library Donations

1. Only new or gently used books will be accepted.
2. No cassette tapes, VHS, or magazines will be accepted. DVDs must be in good working order and clean before acceptance.
3. Books must be appropriate for use in a church library.
4. Books will be reviewed and their necessity determined before being added to the church library. Books not selected for use in the church library will be donated to either Austin Presbyterian Theological Seminary, another local congregation, or a local book reseller.
5. Donated books become the property of UPC.
6. Children's books will be reviewed by the Director of Christian Formation. Books for youth will be reviewed by the Associate Pastor for Youth & Family Ministries.

### Sheet Music and Musical Instruments

1. Donations of sheet music will be reviewed by the Director of Music.
2. Donations of musical instruments will be reviewed by the Director of Music and the Organist.