

TRINITY UNITED CHURCH OF CHRIST COMMUNITY MEMBER PERSONAL BELONGINGS STORAGE POLICY

Purpose

Trinity United Church of Christ (TUCC) seeks to provide limited, temporary storage of personal belongings for community members when space and circumstances permit. This policy establishes procedures, responsibilities, and limitations to ensure the safety, cleanliness, and proper use of church property.

General Conditions

1. Storage is a temporary accommodation and may be denied or revoked at any time at the discretion of TUCC.
2. All belongings approved for storage will be kept in the designated storage area known as the "Show Room."
3. TUCC is not responsible for lost, stolen, damaged, destroyed, or missing items.
4. Storage space is limited. Personal belongings must be reasonable in size and quantity. Oversized items, furniture, appliances, or unusually large collections of belongings will not be accepted.
5. Approval of storage does not create a landlord-tenant relationship or any ownership interest in church property.

Required Information

Individuals requesting storage of belongings must:

1. Complete a Personal Belongings Storage Request Form.
2. Provide their full name.
3. Provide contact information, including at least one reliable method of communication, such as:
 - Phone number
 - Facebook account or Messenger contact
 - Email address
 - Other approved contact method
4. Present a government-issued photo ID when available. If no ID is available, the church may request alternative identification or verification.
5. Sign the storage request form certifying that all information provided is accurate.

Inspection of Property

1. A designated church employee or authorized representative will inspect all items before acceptance.
2. TUCC reserves the right to refuse any item for storage.
3. By signing the storage request form, the individual grants permission for church staff to inspect the contents of all stored items.

Prohibited Items

The following items may not be stored on church property, including but not limited to:

- Weapons of any kind
- Firearms or ammunition
- Illegal drugs or drug paraphernalia
- Alcohol
- Hazardous materials
- Flammable or combustible substances
- Liquids that could leak, spill, or cause damage
- Perishable food or beverages
- Any item that can rot, spoil, mold, or decay
- Any item that may attract insects, rodents, or animals
- Explosives or fireworks
- Stolen property
- Items prohibited by law
- Any item deemed unsafe by church staff

Immediate Removal of Unsafe Property

1. TUCC reserves the right to immediately remove, dispose of, surrender to law enforcement, or otherwise address any item that is determined to present a health, safety, sanitation, pest-control, security, or legal concern.
2. Such action may be taken without advance notice to the owner and without waiting for the approved storage period to expire.
3. Examples include, but are not limited to:
 - Perishable or spoiled food
 - Items infested with insects or pests
 - Hazardous materials
 - Weapons
 - Illegal drugs or drug paraphernalia
 - Alcohol or prohibited substances
 - Leaking containers
 - Items creating offensive odors
 - Any item reasonably believed to endanger persons, property, or church operations
4. TUCC shall not be liable for loss, damage, or disposal of property removed under this provision.

Storage Period

1. The individual must specify a requested storage end date when submitting the request form.
2. Storage approval is temporary and applies only through the approved date.
3. If additional time is needed, the individual must contact TUCC staff before the approved storage period expires.
4. Extensions are not guaranteed but may be considered on a case-by-case basis.
5. Failure to communicate with church staff before the approved end date may result in removal of stored items.

Approved Stored Property – Unclaimed Items

1. Items left beyond the approved storage date will be considered abandoned.
2. TUCC will attempt to contact the individual using the information provided.
3. Any items remaining unclaimed more than seven (7) days after the approved storage deadline may be donated, discarded, or otherwise disposed of at the church's discretion.
4. TUCC shall have no obligation to compensate the owner for discarded or donated property.

Found Property Left Without Permission

1. Personal belongings found within the church building or on church property that have not been approved for storage under this policy will be considered Found Property.
2. Found Property will be moved to a designated display area near the Breakfast Program and/or another location designated by TUCC staff.
3. Found Property will be displayed for a period of eight (8) calendar days to allow the owner an opportunity to identify and claim the items.
4. Individuals claiming Found Property may be asked to provide identifying information or a description of the item(s) to verify ownership.
5. If Found Property is not claimed within eight (8) calendar days, the items shall be considered abandoned and may be donated, discarded, or otherwise disposed of at the discretion of TUCC.
6. TUCC is not responsible for lost, stolen, damaged, destroyed, or unclaimed Found Property.
7. Items prohibited under this policy, including hazardous materials, weapons, illegal drugs, perishable items, or other unsafe property, may be immediately removed and disposed of in accordance with the "Immediate Removal of Unsafe Property" section and may not be displayed for public claim.
8. Repeated placement of personal belongings within the church building or on church property without authorization may result in denial of future storage requests.

Current Stored Items Transition Plan

Prior to implementation of this policy, TUCC will take the following steps:

1. Post notices throughout the church for a period of thirty (30) days informing community members that:
 - Any personal belongings currently stored in the building must be identified by the owner.
 - A Personal Belongings Storage Request Form must be completed for continued storage.
2. Announce the policy and requirements verbally during the Breakfast Program and other appropriate gatherings during the notification period.
3. After the thirty (30) day notification period:
 - Unidentified belongings will be removed and placed on a designated Lost and Found table in Fellowship Hall for one (1) week.
 - Individuals may claim belongings during that week.
4. After the one-week Lost and Found period:
 - Any unclaimed items will be donated, discarded, or otherwise disposed of at the discretion of TUCC.

Facility Maintenance

1. The Show Room storage area will be inspected regularly.
2. The Show Room will be treated or fumigated monthly as needed to help prevent insects and pests.
3. TUCC reserves the right to remove any item that presents a sanitation, safety, health, pest-control, or legal concern.

Identification and Labeling of Stored Property

1. All approved stored property shall be tagged or labeled by church staff.
2. Labels should include:
 - Owner's name
 - Date received
 - Approved storage end date
 - Staff initials or other identifying information
3. Property that cannot be identified or labeled may be refused for storage.
4. Removal or alteration of church-issued labels may result in termination of storage privileges.

Right to Modify

TUCC reserves the right to amend, suspend, or terminate this policy at any time.

Acknowledgment

I certify that the information provided is accurate and complete. I understand and agree to comply with the TUCC Community Member Personal Belongings Storage Policy. I understand that TUCC is not responsible for lost, stolen, damaged, destroyed, or missing property. I understand that TUCC reserves the right to inspect, remove, donate, discard, or otherwise dispose of items in accordance with this policy, including the immediate removal of items that present a health, safety, sanitation, security, pest-control, or legal concern. I understand that unclaimed property may be donated or discarded according to this policy. I further acknowledge that storage at TUCC is a temporary accommodation and may be revoked at any time at the discretion of the church.

Printed Name: _____

Signature: _____ Date: _____

Phone Number: _____

Alternative Contact Method: _____

Government-Issued ID Presented (if available): ☐ Yes ☐ No Type of ID: _____

Approved Storage End Date: _____

Church Representative: _____ Date Received: _____