

F. Maintenance and control of Club property

1. Items purchased with FMMC funds --such as equipment, recordings, scores and orchestral parts, or major amounts of supplies--remain the property of the Club. Officers, directors, activity chairs and contract employees who have charge of such items must keep an accurate inventory of property under their care, store the items in a secure location known to at least one Club colleague, and turn them over to their successor or other relevant official before leaving the position.
2. Generally, materials owned by the Club are reserved for Club use. Anyone wishing to make Club property (such as orchestral parts) available to another user or use it for non-Club purposes should get clearance from an appropriate higher official beforehand and show that steps have been taken to ensure that property will be returned intact.
3. Use of FMMC-owned piano at the Calvary Baptist Church
 - a. FMMC members will be responsible for proper care of the FMMC instrument during any period when they are using the piano for rehearsal or performance.
 - b. In compliance with the rules and regulations of the Calvary Baptist Church, only church staff members are authorized to move or re-position the instrument.
 - c. The Club provides and pays for insurance on the piano.
 - d. The Club also bears the cost of moving the instrument into and out of Calvary.
 - e. The Club provides for tuning and repair of its piano by a technician of its choice. If outside artists or musical groups desire a special tuning, the services of the technician authorized by the Club must be used without expense to the Club.
 - f. The Club's piano will be fitted, at the Club's expense, with a custom cover and a custom-fitted piano dolly for easy movement. Keys are in the following individuals' possession: 1) FMMC Program Manager, 2) piano tuner, 3) Calvary Parish Administrator, and 4) Calvary Director of Music. The church will insure that the piano is locked and covered when not in use.
 - g. Church staff will maintain the piano's humidifier during the summer.

G. Contractual Agreements Policy

Any Friday Morning Music Club (hereinafter referred to as “FMMC”) official who wishes to enter into a contractual relationship on behalf of the FMMC with any organization or individual for providing services or goods, including, but not limited to: paid advertising, piano tuning, printing, music purchase or rental, vendor accounts or equipment leases, must have those agreements reviewed and pre-approved by the FMMC Treasurer and/or the FMMC Finance Director.

Once the contractual relationship has been established between the FMMC and another party, individual purchases within approved budget limits do not have to be reviewed or pre-approved.

Only the FMMC President, Treasurer and Finance Director are authorized to contractually bind the FMMC. This authority may be delegated pursuant to terms and conditions specified by one or more of these individuals.