

WIC Tablecloth/Table Skirt Policy

Updated January 2026

Tablecloths and table skirts were purchased by WIC for church functions such as the Missions Conference, Christmas dinners, showers, funeral meals, Shepherding Group meals, and other church related occasions. They may also be used for wedding receptions for a member or the child of a member of Covenant. A communing member must be in charge of the pick-up, care and return of the tablecloths and skirts.

The purpose of this policy is to insure these items are available and in good condition for the next church event. It is not the intent of WIC to make things unnecessarily difficult or to prevent use of these items for legitimate purposes. We trust this policy will help us to be good stewards of the things the Lord has so graciously provided for our use and we humbly ask for your support. If you have any questions related to the policy, please contact the Women's Ministry (womensministry@covenantlakeland.org)

Tablecloths and skirts must be reserved for use by contacting the Resource Coordinator, Leslie Laing through the Women's Ministry email (womensministry@covenantlakeland.org) so that a pick-up time can be arranged and the closets unlocked. Arrangements to return the laundered tablecloths and skirts must be made at least one day in advance by again notifying the Resource

Coordinator to have the closets unlocked. The tablecloths and skirts will be picked up on hangers and should be returned on hangers within one week.

If another event is scheduled in less than a week or there is a funeral (in which case you will be notified) you may have to return the tablecloths sooner.

A \$100.00 **refundable** deposit will be collected upon pick-up of the tablecloths and skirts for weddings or any event that is not specifically a church related function and if taken off site. The cost of replacing any badly damaged tablecloths or skirts will be deducted from the deposit and the WM will be in touch with the specific cost depending on damage.

All tablecloths and table skirts used must be laundered.

We are often asked how to best care for the used tablecloths and table skirts. Below are our best recommendations collected over the years:

1. Spot treat all the tablecloths and skirts before washing.
2. A pre-soak such as OxiClean is recommended.
3. Check to make sure all the stains are gone before drying to prevent setting the stains.
4. Place tablecloths and skirts on hangers immediately after removing them from the dryer to prevent wrinkling.

We hope you will find this policy helpful. As mentioned above, do not hesitate to contact the Women's Ministry with any questions you might have.