

Equipment Request Form

Church Policy: We do not loan out tables, chairs and equipment for personal uses.

We allow tables and equipment to be checked out for ministry or class related functions only.

Date: _____

Name: _____ Phone: _____

Item(s) to be loaned: _____

Purpose of loan: _____

Date item(s) to be picked up: _____

Date item(s) to be returned: _____

Approved by: _____

OFFICE USE ONLY

Date picked up: _____ Church employee: _____

Signature of borrower: _____

Date returned: _____ Church employee: _____

Signature of borrower: _____