

Equipment Request

Requested Dates: _____ thru _____

If taking off premises please give a brief explanation of where and event: _____

Person responsible for picking up:

Name: _____

Phone# _____

By signing I acknowledge that I have received all equipment stated below and that I am financially responsible for any damages or loss that might occur due to abuse, neglect or theft.

Signature: _____ Date: _____

Pastoral Approval: Approval by pastoral staff is required before any equipment is removed from the premises.

Signature of Pastor: _____ Date: _____

Equipment Needed:

Equipment	Quantity	Used on Premises "X"	Taken off Premises "X"	Where did equipment come from?
Chairs				
Tables (Size)				
Podium				
Coffee Pots				
Punch Bowl				
Tablecloths				
Misc.				
Misc.				

Staff Only:

Date Returned:

Staff Signature: