



EQUIPMENT REQUEST FORM

This form should be completed when planning to borrow church equipment. Members may request to borrow church equipment for special events and functions. Each church member is a joint owner of everything that the church owns. Since every member is a joint owner, it is essential that the church administration exercise good stewardship when releasing church equipment to another's custody. We request your cooperation in completing this form and complying with the attached terms and conditions.

CONTACT NAME: _____ DATE: ____/____/____

CONTACT PHONE NO: _____

ADDRESS: _____

EQUIPMENT NEEDED (Audiovisual, tables, chairs, etc.)

ITEM: _____ QTY: _____

ITEM: _____ QTY: _____

ITEM: _____ QTY: _____

ITEM: _____ QTY: _____

ITEM: _____ QTY: _____

ADDITIONAL ITEMS & QUANTITIES:

REASON FOR REQUEST: _____

SECURITY DEPOSIT: \$_____ Cash () Check ()

NOTE: Security Deposit should total number of equipment borrowed (\$25 per table \$15 per chair)

PICK UP DATE: _____ RETURN DATE _____

CONDITION OF EQUIPMENT AT PICKUP: _____

CONDITION OF EQUIPMENT ON RETURN: _____

BORROWER'S NAME: _____

BORROWER'S SIGNATURE: _____

CHURCH EQUIPMENT OFFICER NAME: _____

CHURCH EQUIPMENT OFFICER'S SIGNATURE: _____

EQUIPMENT RENTAL TERMS AND CONDITIONS

1. Only church members in good and regular standing who support all facets of the church program can borrow equipment.
2. Equipment must not be used for anything that is not in harmony with the principles of the Seventh-Day Adventist Church (e.g. no secular music on sound equipment; no unclean food in cooking equipment; no use of chairs at secular functions on Sabbaths, etc.)
3. It is expected that there will be natural wear and tear; nonetheless, we request that equipment is returned as close to the condition in which it was borrowed.
4. Member is responsible for arranging suitable means for the transportation and security of the equipment.
5. Member must arrange the time for pick-up and delivery with the office personnel. Please return equipment during normal operating hours (M-TH 8a.m.-4p.m. and FRI 8a.m.-11a.m.)
6. At the time of pickup, member must leave security deposit to be fully refunded when the equipment is returned in good condition. The amount of the deposit will be determined by the value of the equipment.