



LAVERGNE FIRST UNITED METHODIST CHURCH

USE OF CHURCH PROPERTY RESERVATION FORM & GUIDELINES

CHURCH MEMBERS ONLY

All use of church property must be approved by the Trustee Committee. It is the responsibility of the church member to return all property by the date agreed, and in its original condition. Failure to meet this agreement may result in the refusal of the use of church property in the future. This form should be filled out completely and submitted to the Trustee Committee for approval. Form should be submitted at least 48 hours prior to needing the items.

Name _____

Phone Number(s) _____

Email _____

Details of use:

Pick Up Date _____ Return Date _____

Reason Items are needed _____

Items Needed

Quantity

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Member Signature _____

Date _____

THIS PAGE TO BE FILLED OUT BY MEMBER OF THE TRUSTEE COMMITTEE

Item Identification	Quantity
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Trustee Signature _____

Date _____

SIGNING THIS FORM INDICATES THE TRUSTEE HAS PROVIDED THE PROPERTY REQUESTED BY THE CHURCH MEMBER, ACCORDING TO THE ITEMS AND QUANTITIES LISTED ABOVE. ALL ITEMS USED MUST BE LISTED.