

BORROWED ITEMS REQUEST

EVENT INFORMATION

Date of Event: _____ Time of Event: _____ to _____ Today's Date: _____ On Site Off Site

Name of Event: _____ Sponsored by: _____

Contact Person: _____ Phone: _____ Email: _____

Qty.	Name/Description of Item (s) Borrowed

TABLECLOTHS: note that when **using candles**, you must use a protective barrier under ALL candles. You will be charged replacement costs for tablecloths returned with wax on them.

SIGNATURE: **Please READ before signing.**

Please Note: There will be a refundable deposit of \$50 for borrowed items. Items will ONLY be available when not already in use or reserved by a ministry of FBC. Some items may require prior approval for use. Items are reserved on a first come first serve basis. All items borrowed must be ***picked up and dropped off during church office hours***. Borrowed items must be cleaned and returned to their designated area in their original condition. If borrowing tablecloths, they must be returned cleaned. You may choose to clean them at home, have them dry cleaned or set up a time where you can clean them at the church. After items are returned and a member of the office staff has inspected them, the deposit will be returned, shredded or withheld due to damages. **Deposit will be withheld by FBC if items are returned stained, broken or damaged and additional charges may apply for replacement cost.**

Signature of person responsible for picking up, cleaning, and returning borrowed items: _____

FBC MONTICELLO OFFICE USE ONLY

Date Given _____ Signed Out By: _____

Date Returned _____ Received By: _____

Deposit Received _____

Items inspected and deposit was: returned shredded **OR** withheld.

Reason withheld: _____