

ROCKFORD BAPTIST CHURCH
Table, Chair, and Canopy Request Form
Use limited to RBC Members and Regular Attendees only

Name _____

Address _____

City _____

State _____

Zip _____

Phone _____

Requested for use on: / /

Date to be picked up on: / /

Purpose for use: _____

Number of tables requested: _____

Chairs: _____

Canopy: _____

Do you need a Deacon to let you in to pickup or drop off tables/chairs/canopy? ☐ yes ☐ no

Note: You will be responsible to return the tables/chairs to their designated location and in the same condition they were signed out. This includes cleaning them before they are returned to the church (this includes checking the legs to make sure they haven't picked up grass, dirt, etc). Only tables/chairs in the garage or Carlson Family Center storage room designated "for loan" may be signed out.

Signature _____

Date / /

For Deacon use only:

☐ Request granted ☐ Request denied

*Reason _____

Signature of the Table/Chair Person: _____

Phone () _____

Date / /

Tables/chairs/canopy returned in good order: ☐ yes ☐ no

This form must be returned to the Church Office.