



Equipment Usage Form

Tables, chairs, etc. can be borrowed from the church by members at no charge. However, a deposit of \$100 is required at the time of pick-up. If equipment is returned in the same condition as when it was loaned, the \$100 will be returned.

If there is damage, the party borrowing the items will be responsible for the full replacement cost of identical or comparable equipment. If items are replaced to the satisfaction of the church, the deposit will be returned in full.

If damage is minor, it will be evaluated by the church custodian or a trustee to determine if the deposit or a portion of it will be returned.

The member borrowing the equipment is responsible for bringing any existing damage to the attention of the church at the time of pickup.

Items Borrowed: _____

Date items are to be picked up: _____

Date items are to be returned: _____

Reasons for Borrowing: _____

FUMC Member Name: _____

Address: _____

Home Phone: _____ Work: _____ Cell: _____

Email: _____

OFFICE USE ONLY

Accept / Reject

Date of Request: _____

Office Staff Personnel
Receiving Request: _____

Deposit Pd: \$ _____

Date: _____

Ck # _____

Office Staff Personnel
Receiving Request: _____

Date Equipment
Returned: _____

Returned Equipment
Inspected By: _____

Damage Observed: Y / N

Describe Damage: _____

Deposit Returned: Y / N

Date: _____

Ck # _____

Office Signature: _____

Borrower Signature _____

I have read, understand and agree to abide by the stipulations. I agree to return the borrowed items to the church in the same condition as they were when borrowed. I understand I am responsible for bringing an existing damage to the attention of the church before the equipment leaves the church. I understand items are to be returned during normal business hours unless other arrangements are agreed upon by both parties.

FUMC Member Signature: _____ Date: _____