



LENDING OF CHURCH PROPERTY/EQUIPMENT

Department/ Ministry: _____ Ministry Pastor: _____

Date items loaned: _____ Date items are to be returned: _____

Name: _____

Address: _____

Telephone Number: _____

The Pastor in charge of the Church Property/ Equipment is responsible for having this form filled out COMPLETELY before loaning any church property/ equipment. A copy of this form is to be turned in to the office. You must attach a list of ALL items loaned out. Please list SPECIFICALLY each item on loan.

- Tables** **How many?** _____
- Chairs** **How many?** _____
- Plates or platters?** **How many?** _____
- Maintenance Equipment:** _____
- Costumes** _____
- Play Props** _____
- Children's Church :**
 - Puppets** _____
 - Games** _____

Please use the back of this paper or additional sheets if necessary to include all items on loan.

If items are not returned in the same or better condition you are liable for all damages.

Signature _____ Date: _____

-----For Office Use Only-----

Pastor Signature: _____

Date Items Returned: _____ Initials: _____

