Equipment Usage Agreement

Date Request Submitted: _____

Name of Person Requesting Use of Equipment: _____

Address: _____ Phone: _____

Firm or Institution you are representing (if applicable): _____

List all equipment you are requesting to use: _____

_____

List name of event or description of event where equipment will be used: _____

_____

Equipment will be picked up by _____ on _____/_____/_____ at _____.
Name of Person Date of Pick-up Time

Equipment will be returned by _____ on _____/_____/_____ at _____.
Name of Person Date of Return Time

Is equipment being requested for personal use (anything other than an official LBC function)? ☐ Yes ☐ No
If yes, please read and sign statement below.

I agree that equipment borrowed for personal use will be returned in the same condition in which it was received and in a timely manner. I accept sole responsibility for any damage that occurs between date of pick-up and date of return to LBC and agree to pay for repairs or replacement of equipment damaged between date of pick-up and date of return to LBC. I will have all cloth products professionally laundered before returning them (rental cloths do not need to be cleaned).

Signature of Individual Submitting Request: _____

Office Use Only:

Form Received By: _____

Date Received: _____

Confirmation Sent: _____

Approved By: _____
Pastor

Approved By: _____
Bldg/Grounds Super.

Staff Mtg Approval: _____
Date

Date Returned: _____

Received By: _____

Condition: _____

Action Needed: _____