

## **BORROWING CHURCH PROPERTY**

We are pleased to offer the opportunity for Atonement Lutheran Church members and staff to borrow chairs, tables, wheelchairs, and other church property from the church for events held. In order to assure that all items are returned in good condition and available for other events being held at the church we are establishing an updated policy that will ensure the equipment is available.

All items must be reserved through the Church Office Administrator and/or her designee. (Church President, Vice President or Head Trustee). An equipment rental application form must be filled out and kept on file in the church office.

A \$50 refundable deposit will be required to take equipment off the church property. If the equipment is not returned, or returned damaged or dirty we have the right to not refund the deposit. (this is required for use of all equipment and any amount of equipment taken off site)

All equipment must be returned and checked in by the Church Office Administrator and/or her designee (Church President, Vice President or Head Trustee).

All equipment should be clean and free of damage. Please wash off all table tops and feet on both the tables and chairs upon returning.

All tables and chairs are numbered, these numbers will be used to identify the equipment being borrowed and returned.

Equipment may be reserved no more than 30 days in advanced. Equipment pick-up after 6 pm M-F. Schedule the pick-up with the Head Trustee, President, Vice President if you don't have a Key Fob.

All equipment must be returned prior to Sunday morning. This ensures that all church events have the proper equipment to function effectively.

Table Measurements: Round Tables -5 feet Long Tables – 8 feet

The chairs with cushions are not allowed to be borrowed only the metal chairs may be removed for use off site.

Audio Visual Equipment is not allowed to be borrowed.

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### **BORROWING CHURCH PROPERTY APPLICATION**

Application Date: Click or tap here to enter text. Date: Click or tap here to enter text. Pick Up Time: Click or tap here to enter text.

Return Date: Click or tap here to enter text. Return Time: Click or tap here to enter text.

Number of Chairs needed: Click or tap here to enter text. List the Numbered chairs taken: Click or tap here to enter text.

Number of Round Tables needed: Click or tap here to enter text. List the Numbered tables taken: Click or tap here to enter text.

Number of Rectangle Tables needed: Click or tap here to enter text. List the Numbered tables taken: Click or tap here to enter text.

Other Items Taken: Click or tap here to enter text.

Members Name: Click or tap here to enter text.

Phone Number – Cell/home: Click or tap here to enter text. E-Mail: Click or tap here to enter text.

Deposit Amount: Click or tap here to enter text. Payment Method: Cash Click or tap here to enter text. Check #: Click or tap here to enter text. Date Equipment Returned: Click or tap here to enter text.

Staff member signing out Equipment: Click or tap here to enter text.

Member's Signature: Click or tap here to enter text.

Staff member signing in Equipment: Click or tap here to enter text.

Member's Signature: Click or tap here to enter text.