Equipment 'Borrowing' Form

If you are borrowing tables, chairs or other items from Media Presbyterian Church, we ask that you fill out the following information and return it to Dorris Mitchell, Church Administrator, in the church office. Thank you.

Leader's Name	Phone
Group's Name	Request Date
We need to borrow the following:	
# chairs # round tables	# long tables
other	
We need the equipment at a.m./p.m	(day/date)
We will return the equipment at a.m./p.m (Please note, equipment must be returned no later t	(day/date) that 3 days following the event.)
Request Approved Request Modified	Request Denied
MPC will not allow equipment to be borrowed when to taking place (i.e., VBS, Thanksgiving Eve). We reserve quipment borrowed. Equipment must be returned to tup. If equipment is damaged or not returned in its entireplace or repair the damage. The Facilities Manager of the control of the cont	the right to limit the amount of the place from which it was picked rety, the group will be sent a bill to
Equipment was returned undamaged, in its entirety	
Equipment was returned with the following damag	e/missing items:
	an and
Facilities Manager D	pate