

SYCAMORE UNITED METHODIST CHURCH
Borrowing Church Equipment

1. Church members may borrow only tables and chairs designated by the Trustees.
No other equipment is to be borrowed from the church.
2. Church activities and other activities scheduled on church property have priority for use of church equipment over individual use off the church premises.
3. No tables or chairs are to be borrowed for commercial use.
4. A donation of \$5.00 per table, up to \$25.00 maximum and \$5.00 for 15 chairs, up to \$25.00 maximum, as well as a completed contract must be in the church office before the equipment is borrowed.
5. Those who borrow equipment from the church assume full responsibility for picking up, transporting, using and returning as prearranged with the church staff through the contract
6. Persons borrowing church equipment are responsible for any breakage, or damage which occurs from their use of equipment while the equipment is in their possession.
7. Those who borrow equipment agree to hold harmless and indemnify the Sycamore United Methodist Church, its staff and Trustees against all claims or losses arising out of use of the church equipment.

CONTRACT

I _____ the borrower of the following church equipment of the Sycamore United Methodist Church, agree to abide by all the policies pertaining to borrowing church equipment as listed above and specified below.

EVENT _____ DATE _____

SIGNATURE _____

Address _____

Phone (home) _____ (work) _____

Number of tables _____

Number of chairs _____

DATE & TIME OF PICKUP _____ STAFF _____

DATE & TIME OF RETURN _____ STAFF _____

CONDITION OF EQUIPMENT UPON RETURN _____

Revised 8/05, reviewed 10/6/08