

Faith Community Church Property / Borrowed Equipment Agreement

It is the policy of Faith Community Church to occasionally lend out material and/or equipment to church members who need them on a case-by-case basis. This must be approved by either a staff member or management team member.

Person assuming responsibility _____

Phone _____ Email _____

Address _____

Date item(s) borrowed _____

List and number of item(s) borrowed

Location items will be used

Date item(s) will be returned _____

I agree to take full responsibility for the items listed and return them on or before the date specified.

Sign _____ Date _____

----- OFFICE USE ONLY -----

Approved by _____

Date item(s) returned _____

Checked in by _____

** Staff member checking items in will complete next two lines and turn in to Church Administrator.

1. Item(s) still outstanding: _____

2. Lost or damaged items: _____

3. Amount owed for loss / damage _____

Date notification made to borrower _____ Date paid _____