

**REQUEST TO USE FIRST BAPTIST CHURCH
MINISTRY OWNED FURNITURE / EQUIPMENT**

Calendaring information

**Ministry Policy: It is our policy not to loan ministry owned furniture / equipment
for non-ministry related purposes.**

Requesting Organization / Individual:

Address:

City:

State:

Zip:

Phone Numbers:

Home:

Work:

Cell:

Describe Planned Use of Loaned Furniture/Equipment:

QTY	DESCRIPTION OF FURNITURE / EQUIPMENT	Fee (if applicable)

I agree to be responsible for the repair or replacement of any of the above listed furniture / equipment if it is damaged or misplaced while in my possession. In addition, I agree that the furniture / equipment were in good working condition when received.

Signature

Date received

Date to be returned

Printed name _____

When using the church van or bus please clean the inside and return it with a full tank of gas.

Please turn in your gas receipt to Treva. You will be reimbursed from your ministry budget.

Ministry using the van/bus

_____.

Approved driver _____.

FOR OFFICE USE ONLY:

Request: Approved _____ Denied _____ Decision by _____

Date _____

Comments regarding decision

Assigned liaison person _____

Good working condition when loaned: Yes [] No []

Date loaned _____ **Loaned by** _____

Good working condition when returned: Yes [] No []

Date returned _____ **Returned to** _____

Use fee received \$ _____ **Account number to credit** _____

Final comments: