

New Covenant Tabernacle Borrowing Church Equipment Form

Policy:

- Only members of New Covenant Tabernacle may borrow church equipment.
- A \$50.00 deposit is required for personal use before equipment is picked up.
- The member is liable for any damage, loss and/or theft of the equipment up to and including replacement costs of the item(s).
- Once in possession of the equipment, the member is responsible to use the equipment in a safe manner for which it was designed and is personally liable for any injuries and/or death to himself/herself or others resulting from the use/misuse of the equipment. The member also agrees to hold harmless New Covenant Tabernacle, its employees, members and volunteers in the event an injury or death from use/misuse of the equipment.

Name of Borrower: _____ Date: _____

Home Phone: _____ Cell Phone _____

What equipment are you requesting to borrow?

- Chairs - How many: _____ **Please use the old chairs!
- Tables - How many: _____
- Other: _____

Event _____ Date of event: ____/____/____

Equipment Pick-up Day, Date: ____/____/____ Time: ____:____ AM/PM

Equipment Return Day, Date: ____/____/____ Time: ____:____ AM/PM

Signature of Borrower _____ Deposit Ck # _____ Cash _____

By signing this document you agree to the policy stated above.

For Office Use

CBC

Maintenance

Date Received: ____/____/____

1. CBC's Initials: _____ Date ____/____/____

- Deposit waived for NCT Ministry use.
- Deposit received ____/____/____ (attach)

2. Equipment is logged in BCE Calendar (no conflicts) _____

3. Copy sent to Maintenance Supervisor
Initials: _____ Date ____/____/____

4. Maintenance OK received Date ____/____/____

5. CBC calls Borrower with OK Date ____/____/____

- Has a building key for access? Yes No
- Time confirmed
- Shred or Return deposit

6. Maintenance copy returned – return complete

7. Deposit returned ____/____/____

- Deposit shredded ____/____/____
- Deposit kept due to: Damage Lost Theft

1. Maintenance Supervisor Approval

Initials: _____ Date ____/____/____

Disapproved Reason _____

2. Pick up time is OK? Not OK. (If no, please contact CBC)

3. Calls CBC with OK Date ____/____/____

4. Equipment was picked up in Excellent Good Fair Condition

5. Equipment was returned up in Excellent Good Fair Condition
Date ____/____/____

6. Copy sent back to CBC – return complete Date ____/____/____