Equipment Use
Check out Form

_____ _____
Name Phone #

_____ _____
E-mail Date

Equipment to be checked out: _____/_____/_____ ____/____/_____
Date of Pick up Date of Return

_____

_____

_____

_____

_____

Reason for requesting the equipment:

_____

_____

_____

PLEASE CALL OR EMAIL THE BUSINESS MANAGER WHEN ITEMS HAVE BEEN RETURNED TO THE CHURCH SO THEY CAN BE CHECKED BACK IN. (827-7492 ext. 11 or ctklc2busman@sbcglobal.net)

Per Policy all equipment is for non for profit use and primarily for the purpose of carrying out the ministry of Christ the King. In the signing of this form I accept the responsibility for the equipment from Christ the King and wave the congregation of any liability. If any equipment is not returned or damaged I accept the responsibility for the cost of repair or replacement.

_____/_____/_____
Signed Date

Approved:

_____/_____/_____
Business Manager Date

04/2016