

# EQUIPMENT USE CHECK-OUT FORM

## Christ the King Lutheran Church

111 W. Magnolia Road • Salina, KS 67401-7546

(785) 827-7492

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Email

\_\_\_\_\_  
Date

Equipment to be checked out:

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date of Pick-up

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date of Return

\_\_\_\_\_  
Reason for requesting the equipment:  
  
\_\_\_\_\_

**PLEASE CALL OR EMAIL THE CHURCH OFFICE WHEN ITEMS HAVE BEEN RETURNED TO THE CHURCH SO THEY CAN BE CHECKED BACK IN: (785) 827-7492 ext. 10 or [ctklcsecretary@gmail.com](mailto:ctklcsecretary@gmail.com)**

Per policy all equipment is for not-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 waive 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:

\_\_\_\_\_  
Board of Properties

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

Return this form in person to the church secretary or email it to [ctklcsecretary@gmail.com](mailto:ctklcsecretary@gmail.com).