



## Table/Chair Request Form "MEMBERS" ONLY

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Best Phone Number: \_\_\_\_\_ Email \_\_\_\_\_

Church Member: \_\_\_\_ Yes; \_\_\_\_ No (if *NO*, how many years have you been attending? \_\_\_\_\_)

Date(s) Requested: \_\_\_\_\_

### Materials Borrowed (check all that apply):

\_\_\_\_ TABLES – Number borrowed - \_\_\_\_\_

\_\_\_\_ CHAIRS – Number borrowed - \_\_\_\_\_

\_\_\_\_ OTHER (please describe) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Policies: READ CAREFULLY AS THE BORROWER IS RESPONSIBLE.

1. All Scullyville Bible Church materials are presumed to be in good and working order at the time of borrowing. Any abnormalities, deformities, or broken equipment must be reported to the church office by the borrower BEFORE being borrowed so the borrower is not improperly charged for damages.

Reported/Observed Damages (pre-existing) listed below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(over →)

2. Scullville Bible Church materials must:

- a) be treated and transported with care,
- b) stored inside/out of the elements, and
- c) returned to **where they were found/belong** within 48 hours after the event.

3. There is no fee or deposit required for our members & long-time attenders to borrow church tables, chairs, etc. But, any and all materials borrowed that do not return or which are returned broken and damaged, will need to be replaced at the church's discretion. The borrower will be responsible for those costs, but the church will purchase the new materials.

The following are our replacement costs (the borrower may NOT replace broken materials with their own materials or unapproved materials they buy online) which will be used to calculate any fees for damages.

Chairs - \$30 per chair

Tables - \$200 per table

*I have read and do understand these policies and will agree to abide by them if I am approved to borrow chairs, tables, or other materials from Scullville Bible Church. I will indeed be a good steward of our Church's resources and will carefully handle, store, and return these materials in the same condition I received them. Furthermore, I agree that if any of the materials I borrowed are lost, damaged, broken, unreturned, or rendered unusable to the church while in my care, I will pay the aforementioned fees to the church within 30 days of my event (checks made payable to Scullville Bible Church) to replace those materials at their discretion/their stated cost.*

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

STAFF/TRUSTEE SIGNATURE: \_\_\_\_\_ Date \_\_\_\_\_

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***(Staff/Trustees - Check all those that apply)***

\_\_\_ - Returned Properly - \_\_\_\_\_ Date

\_\_\_ - Damages Discovered - \_\_\_\_\_

\_\_\_ - Family/Individual notified of damages and billed accordingly - \_\_\_\_\_ Date

\_\_\_ - Damages paid

\_\_\_ - Materials replaced - \_\_\_\_\_ Date