



CONNECT. GROW. SERVE.

### TEMPORARY USE OF EQUIPMENT REQUEST

Date request submitted: \_\_\_\_\_

Name of Borrower: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

The following items are requested for temporary personal use (generally limited to 2 days per rental):

Item Name	Qty	Cost Each	Total	Pick-up Date/Time	Return Date/Time
Chairs (limit 30)		\$ .50	\$		
Tables (limit 4)		\$ 5.00	\$		
Canopy (limit 2)		\$ 20.00	\$		

A check in the amount of: \$ \_\_\_\_\_ is attached

Borrower understands that these items are made available to congregation members on a first come/first serve basis, and then only when the congregation’s programming needs have been met. Items must be returned promptly to the location designated by Bethel’s Event Coordinator. Pick up and return must be made Monday–Friday between 8:30 a.m. and 4:30 p.m. unless other arrangements have been made. Damage or loss incurred during use is the responsibility of the borrower, with the cost of cleaning, repair or replacement to be discussed at the time of return.

Borrower accepts liability for injury or disability of individuals transporting, handling or using this equipment. Borrower shall indemnify and hold Bethel Lutheran Church harmless from and against any and all liability relating to unsafe or inappropriate use of this equipment.

**Return this form with payment to Juli Hilding: [jhilding@bethelhudson.org](mailto:jhilding@bethelhudson.org)  
Equipment requests will not be confirmed until payment is received.**

**Administrative Use:**

Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_ Confirmation # \_\_\_\_\_

Confirmation that all equipment was returned \_\_\_\_\_