

Pompey Community Church
Property Loan Application and Agreement

Please read the following excerpt from the Pompey Community Church *Building Use Policies*. Indicate your request to borrow church property on the form below, and submit it to the church office.
 Be sure to sign and date the back of this application and agreement.

Church Property

1. Church property will not be loaned, borrowed, or removed from church premises with the exception of the following items that may be used by church members with appropriate approval: certain folding tables & chairs, coffee urns, utensils for large quantity service (pots, serving platters, or utensils)
2. All items must be listed with checkout and return dates on file in the church office. All items must be returned to the location(s) where they were found, within 24 hours or as otherwise authorized.
3. Eating utensils and kitchen equipment shall not be taken from the church except for PCC-sponsored functions.
4. Damaged equipment will be replaced or repaired by the borrower to the satisfaction of the Trustees and with approval of the Trustees.

Date of application request: _____

PCC Member:
<input type="checkbox"/> Key Borrowed: _____ <input type="checkbox"/> Key Returned: _____
Address:
Phone:
Email:
Equipment/furnishings: Note: Our "Lifetime" tables (white tops, rectangular or round) and chairs (white) are not to be borrowed at this time. <input type="checkbox"/> Rectangular Tables # _____ [max: 7 composite (brown)] <input type="checkbox"/> Metal Folding Chairs # _____ [max: 90 (brown, bronze, green, beige)] <input type="checkbox"/> Picnic Tables # _____ [max: 2] <input type="checkbox"/> 5 Gallon Drink Coolers # _____ [max: 2] <input type="checkbox"/> Coffee Urns # _____ <input type="checkbox"/> Large Quantity Service Items or Other: Describe fully on reverse of this application.
TO BE PICKED UP: Date: _____ Day of Week _____ Time _____ AM/PM TO BE RETURNED: Date: _____ Day of Week _____ Time _____ AM/PM

Please add comments, questions, and/or other requests below:

AGREEMENT: I have read and understand this application and agree to abide by it.

I understand that Pompey Community Church makes certain property available to me with the expectation that I will return all items in the same or better condition than found, and to the location(s) where they were found. In the event that my use or transport causes damage or incurs additional janitorial services, I assume full responsibility for timely restoration of the items and/or cost.

Signature of PCC Member: _____ Date: _____