

## **Messiah Lutheran Church - Property Check Out Form**

The form on the following page is used when checking out any type of equipment. All of the information needs to be filled out and the form signed by the office manager or council rep and the person checking the equipment out. By signing this form, the church member needs to understand they are assuming all responsibility for the items in case of damage or theft.

### **BORROWER'S INFORMATION**

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

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

### **EQUIPMENT BEING CHECKED OUT**

Property Description: \_\_\_\_\_

From Location: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Model Number: \_\_\_\_\_ VALUE: \_\_\_\_\_

Date Checked Out: \_\_\_\_\_

Return Date: \_\_\_\_\_

Date Returned to MLC: \_\_\_\_\_

Initialed after returned: \_\_\_\_\_

### **REQUIREMENTS FOR USE OF CHURCH PROPERTY**

1. Obtain authorization from the church office in advance.
2. Be the person responsible for placing the equipment in the area to be used.
3. Be the person using the equipment.
4. Be responsible for repairing damaged equipment or replacing lost, stolen or destroyed equipment.
5. Be responsible for returning the equipment on or before Return Date.

I understand, agree to, and meet the requirements and conditions as listed above.

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

Date: \_\_\_\_\_

Authorized by: \_\_\_\_\_

Date: \_\_\_\_\_