

EQUIPMENT USE REQUEST

The Olympia Unitarian Universalist Congregation (OUUC) may agree to loan equipment for off-site use to members and friends. Use of equipment may not conflict with the program needs of OUUC. The user is responsible for equipment transportation, and for returning the equipment in a timely manner and in good condition. This form must be completed by the user and church office staff prior to equipment pick up. Donations for equipment use are gratefully accepted.

Date of Request: _____ Date Needed: _____

Pick up Date and Time: _____ Return Date and Time: _____

Equipment Needed (include number of tables and chairs):

Person Requesting: _____

Relationship to OUUC: _____

Phone _____ Email _____

Equipment Use Agreement: I agree to return equipment at the agreed upon time in the same condition it was received. I am responsible for any damaged or lost equipment.

Signature: _____ Date _____

Approved by: _____ Date _____

