

Bible Way Fellowship Baptist Church
Equipment Borrowed Form

Date _____ Ministry/Department _____
Person Submitting Request _____ Signature _____

Guidelines

- A minimum of 3 to 5 business days should be allowed to fulfill your request.
- Kitchen equipment, cookware, or catering equipment are items that cannot be borrowed for non-ministry use. Your request for equipment borrowed may be denied depending on the events being held by ministry or by the discretion of the Administration.
- You may keep the borrowed items for a maximum of 3 days.
- Regular Church office hours are from 9:00 a.m. - 4:00 p.m., Monday through Friday. You will need to pick up and return borrowed items during this time, unless special arrangements are made with the Front Office.

All forms must be completed in their entirety in order to expedite approval

Information

Items to be borrowed _____

Physical Address (where items will be taken) _____

Date & Time of Pick Up: _____ Date & Time of Return: _____

Approvals & Signatures

I, the person submitting the request, agree to take full responsibility for the above item(s) while it/they are away from the church. The security deposit of \$25.00 for non-ministry use, if one was left, will be returned to the borrower upon the return of the equipment in good condition. In the event the items are lost or damaged, I agree to pay what the church deems to be the current market value cost for the loss of or damage to the equipment.

Ministry Team Director Approval (L2) _____ Date _____
Senior Director Approval _____ Date _____

Quality Control

Complete
Date _____
Initials _____
Rerouted to _____
Reason for rerouting _____

Incomplete
Date _____
Initials _____
Rerouted to _____
Reason for rerouting _____

Administration Use Only

Received Date _____ Initials _____ Completed Date _____ Requestor Notified Date _____
Distribute copies to all listed under Approvals & Signatures once request has been completed. File the original documents in the respective binder.
Comments: _____