

Church Equipment Request Form

PLEASE PRINT

Equipment request needs to be submitted at least one week prior to usage date.

Date _____

Group requesting equipment (Name of Ministry/Fellowship/Small Group) _____

Date(s) of equipment usage _____ Expected return date _____

Event/Program/Reason for equipment check-out _____

Equipment needed

Item _____	Qty _____	Item _____	Qty _____
Item _____	Qty _____	Item _____	Qty _____
Item _____	Qty _____	Item _____	Qty _____
Item _____	Qty _____	Item _____	Qty _____
Item _____	Qty _____	Item _____	Qty _____
Item _____	Qty _____	Item _____	Qty _____

Equipment will be used at:

Seattle Campus Redmond Campus Off-Campus, Location _____

Deposit \$ _____ check/cash (Deposit may be required if the item will be used off-site)

Name of requestor _____ Cell phone _____

Email _____ Home phone _____

ECC Equipment Check-out Agreement

As the person checking out the above items, I will be fully responsible for the items and will return them to ECC at the scheduled return date. (Please notify the office if the equipment has any problems.)

Name (Print) _____

Signature _____ Date _____

FOR OFFICE USE ONLY

Processed by:

Print Name _____ Church Position _____

Check-out Date _____ Returned Date _____

Notes/Remarks _____