

CHINESE EVANGELICAL FREE CHURCH Equipment Usage Request Form

Check-out Guidelines:

1. Pastoral staff, office staff, Sunday School classes, Fellowship groups, and Cell groups and other ministries of CEFC are eligible to borrow equipment.
2. Requests must be made at least 24 hours in advance, subject to availability.
3. Requests must be authorized by the church office.

Name: Date:

Day Phone: Evening Phone: E-mail:

Address, City, Zip:

Current Leadership position:

What will the equipment be used for?

Is this activity off church premises? If no, Location of activity:
What times will they be used: to

Date(s) to be used: Date to be returned:

What equipment do you want to use? *(Please indicate number to be used if more than one)*

- | | |
|---|--|
| <input type="checkbox"/> slide projector | <input type="checkbox"/> chair |
| <input type="checkbox"/> TV or TV/VCR or TV/DVD | <input type="checkbox"/> Sanyo LCD projector,
name of approved operator: |
| <input type="checkbox"/> VCR only | <input type="checkbox"/> Optoma EP-739 DLP projector,
name of approved operator: |
| <input type="checkbox"/> DVD only | <input type="checkbox"/> Dell 2400MP DLP projector,
name of approved operator:..... |
| <input type="checkbox"/> overhead projector | <input type="checkbox"/> Laptop, operator: |
| <input type="checkbox"/> 1/4-inch cable | <input type="checkbox"/> other: |
| <input type="checkbox"/> XLR cable | |
| <input type="checkbox"/> portable projector screen | |
| <input type="checkbox"/> microphone | |
| <input type="checkbox"/> table | |

1. All items used must be returned in good condition.
2. The church office must be notified of any problems upon return of equipment.
3. All items must be returned promptly. Delays may incur a service charge.

I agree to the above policy and to the responsibilities entailed. I also realize that if I do not abide by this agreement that I will jeopardize my future use of any CEFC equipment.

Signature

(Following section is for office use only)

Request approved by:

Date borrowed Date returned:

Office staff initial: Office staff initial: