

**St. Paul Lutheran Church – ELCA (920) 725-3961  
200 N. Commercial Street, Neenah, WI 54956**

**Policy & Application for Equipment Use (Please Print)**

**POLICY FOR EQUIPMENT USE:**

Old tables and chairs may be borrowed if not needed by the congregation. Borrowing any church property, including any kitchen equipment, must be approved by the church staff.

- All borrowed equipment must be returned in the same condition that it was in when it was picked up.
- Damaged equipment will result in a forfeiture of the equipment deposit and may include a request for recovery of loss if the damage value exceeds the deposit amount.
- Loading equipment to vehicles is the responsibility of the borrower(s).
- It is the responsibility of the borrower(s) to make arrangements for pick up and return with church staff (i.e. during office hours).

Application for equipment use should be completed **two weeks in advance** of scheduled date to be approved by church staff. A deposit is required which will be refunded when equipment is returned. Church staff reserves the right to waive the equipment deposit for (1) church leaders and (2) staff.

**APPLICATION:**

Date of Application: \_\_\_\_\_ Name of Organization: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Evening Phone Number: \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street Address City State Zip

Requested Date of Use: \_\_\_\_\_ Hours of Use: Start \_\_\_\_\_ End \_\_\_\_\_

Equipment to be borrowed: \_\_\_\_\_

I certify that I have read the “Policy for Equipment Use” and will abide by it.

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

**For office use only:**

Approved by: \_\_\_\_\_

Pick up date: \_\_\_\_\_ Pick up time: \_\_\_\_\_

Return date: \_\_\_\_\_ Return time: \_\_\_\_\_

Equipment deposit \$ 50.00 Received: \_\_\_\_\_ Returned: \_\_\_\_\_