

OUR SAVIOUR LUTHERAN CHURCH
Property Loan Information and Request Form
Updated November 13, 2019

Congregation members or affiliate churches may borrow church property, which is restricted to folding tables and folding chairs only.

Although no fee is charged, the Property Request Form (on the reverse side) must be completed at least three (3) weeks in advance of the date needed and placed in the Facilities Use Manager's mail slot. Please be sure to include both the day and date, to avoid errors. Every effort will be made to confirm or deny the request within two (2) weeks of submission. The only exception to this timeframe is when special arrangements have been made directly with the Facility Use Manager.

The borrower must accept responsibility for the care and maintenance of the property borrowed and must agree to release the church of liability for the use of such property. The borrower agrees to accept responsibility by placing his/her signature on the request form.

Borrowed property must be returned no later than the day and date listed on the borrower's request form. Arrangements for the return must be made by contacting the Facility Use Manager.

The current Facility Use Manager is:

Brad Neil
717-343-9092

(OVER)

Property Request Form

Please place completed form in the Facilities Use Manager's mailbox.

Chairs and tables are the only items available for use outside of church property.

Please notify the Facility Use Manager when you want to return these items.

Name of person borrowing items – please print legibly:		
<u>Day</u> and <u>Date</u> items are needed:		
	# of items to be taken	# of items returned: (To be completed by FUM upon verification of returned items.)
Chairs		
Tables		
The borrower accepts responsibility for the care and maintenance of the property borrowed and agrees to release the church of liability for the use of such property. <i>Signature required</i> here...		
DO NOT WRITE BELOW. FOR FACILITY USE MANAGER (FUM) ONLY.		
Day and Date items are returned (To be completed by FUM):		
Comments:		
Signatures:		

(OVER)