

TABLE/CHAIR LOAN POLICY & AGREEMENT

POLICY

Kent Memorial Lutheran Church discourages but does permit loaning of rectangular tables and chairs by church members for use off premises upon approval of the Property Committee Designee. A Loan Agreement will be signed by the Property Designee and Member with all tables and chairs inspected upon check out and check in.

AGREEMENT

As a member, I agree to return the same quantity and condition the tables/chairs as received. Should loss or damage occur while in my Possession, I agree to replace it with new or equal quality.

RECTANGULAR TABLE QUANTITY: _____

FOLDING CHAIR QUANTITY: _____

EVENT DATE: _____ PICK UP DATE: _____ RETURN DATE: _____

KENT MEMBER BORROWING EQUIPMENT: _____

PROPERTY DESIGNEE CHECKING OUT: _____

CHECK OUT CONDITION: _____

PROPERTY DESIGNEE CHECKING IN: _____

CHECK IN CONDITION: _____

COMMENTS: