

East Shore Baptist Church
6721 Jonestown Road
Harrisburg, PA 17112
717-657-0614

REQUEST TO BORROW MATERIALS/EQUIPMENT

REQUESTOR'S NAME: _____

ORGANIZATION (if applicable): _____

ADDRESS: _____

TELEPHONE: (HOME) _____ (WORK) _____

E-MAIL: _____

DESCRIPTION OF MATERIAL/EQUIPMENT REQUESTED: _____

DATE OF RECEIPT OF ITEM(S): _____

ESTIMATED DATE OF RETURN OF ITEMS(S): _____

I (we) agree to protect, indemnify and hold harmless the Staff and Congregation of East Shore Baptist Church from any and all loss, costs, damage or expense, arising from our use of the above items. By submitting this request, I (we) agree to the terms and conditions listed here and in the Loaning of Equipment Policy (#500-03).

Signed: _____ Date: _____

Approved by: _____

 For Church Office Use Only

SPECIAL INSTRUCTIONS: ADDITIONAL REQUIREMENTS (NOT COVERED IN POLICY 500-03)

REQUESTOR'S INITIALS IF THERE ARE SPECIAL INSTRUCTIONS: _____

TRUSTEE CHAIRMAN (if applicable): _____ DATE: _____

CHURCH ADMINISTRATOR/SECRETARY: _____ DATE: _____

DATE ITEM(S) RETURNED: _____

