



# Request to Borrow Property Form

**Please READ:** I agree to take full responsibility for the Church Property while they are away from the Church. In the event they are lost or damaged, I will reimburse the Church a sufficient amount to replace the item.

## PERSON BORROWING ITEMS

**Date Submitted:** .....  
**First Name / Last Name:** .....  
**Cell Phone:** .....  
**Email Address:** .....

## PICK-UP REQUESTED INFORMATION

**Event Name:** .....  
**Ministry Hosting:** .....  
**Date:** ..... **Time:** .....

## ITEMS BORROWED

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## RETURNED REQUESTED INFORMATION

**Date:** ..... **Time:** .....

## APPROVAL INFORMATION (Enter your First & Last Name / Date & Time)

**\*NOTE PROPERTY MUST BE SIGNED OUT AND RETURNED BY PROPERTY MINISTRY OR CHURCH ADMINISTRATOR.\***