



## Church Resources & Equipment Request

### Instructions:

- Please complete this form and return it to the church office. (For future reference, 30 days in advance is preferred so that schedules can be confirmed at least one month in advance.)
- Your reservation request is not final until you receive an approved copy of this form from the church office.

**Event/Ministry Requesting Items:** \_\_\_\_\_

\_\_\_\_\_

**Requester's email/phone number:** \_\_\_\_\_

\_\_\_\_\_

**Date(s) item(s) Needed:** \_\_\_\_\_

\_\_\_\_\_

**Planned Function:** (Example: Care Group, Ministry Meeting, Ladies Gathering, etc.) \_\_\_\_\_

\_\_\_\_\_

**Person Responsible:** (This person will be responsible for the item) \_\_\_\_\_

\_\_\_\_\_

**Item(s) Requested:** (Please be specific) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Office Use Only:

Approved: Yes / No

Staff Member Signature: \_\_\_\_\_

Items Picked up: \_\_\_\_/\_\_\_\_/\_\_\_\_

Items Returned: \_\_\_\_/\_\_\_\_/\_\_\_\_