

Appendix 10

Equipment Use Form (User's copy)

<p>First Church of the Nazarene 3101 N. Benton Rd. Muncie, In 47304 765-282-4138</p>	
Date Borrowed _____	Date Returned: _____
<p>Responsibility Form</p>	
<p>I, _____ am borrowing the following items from the Church</p> <p>_____</p> <p>_____</p>	
<p>I agree to return these items in the same condition I took them or I will be financially responsible to have them repaired & /or replaced.</p>	
<p>Signed: _____ Date _____ Phone _____</p>	
<p>Approved by: _____</p> <p>Date: _____</p>	
<p>Returned in good condition _____ yes _____ no</p>	

Please remember that only non-padded chairs may be borrowed. When they are returned please return them to exactly where you found them. They are needed for Sundays and Wednesdays, so all chairs must be returned in time for Services.

All tables borrowed are to be only the old tables that are located in the garage.

You will need to make arrangements with Office Administrator to be able to pick up any item.