

St. John's Lutheran Church & School
262-334-4901 262-334-3077
809 S. 6th Ave. 899 S. 6th Ave.
West Bend, WI 53095 West Bend, WI 53095

Equipment Use Form

This request is to be completed for all requests to borrow equipment for use away from St. John's grounds. Submit this form to the Business Manager at least **two weeks prior** to the date in which equipment is to be borrowed. Incomplete forms will be returned to the originator.

Equipment to be borrowed: _____

Purpose: _____

Borrower's Name: _____ Phone: _____

Address: _____

City: _____

Borrowed Day / Date: _____ Return Day / Date: _____

I, _____, agree to return the equipment on or before the day of return in the same condition in which it was borrowed. I accept responsibility for replacement and/or repair costs for damaged equipment.

For office use

Approval: _____ Date: _____